



Town of Arlington Board of Selectmen

Meeting Agenda

February 5, 2015

7:15 PM

Selectmen's Chambers, 2nd Floor, Town Hall

CONSENT AGENDA

1. Minutes of Meetings: January 12, 2015
2. Reappointment: Board of Health
Marie Walsh Condon, M.D. (term to expire 1/31/2018)
3. Reappointment: Board of Library Trustees
Barbara Muldoon (term to expire 1/31/2018)
4. Reappointment: Commission on Arts and Culture
Stephanie Marlin-Curiel (term to expire 1/31/2018)
5. Reappointment: Conservation Commission
David White (term to expire 1/31/2018)
6. Reappointment: Constable
Roland Demers, Jr. (term to expire 1/31/2018)
7. Reappointment: Disability Commission
John Thompson (term to expire 1/31/2018)
8. Reappointment: Vision 2020
Gordon Jamieson (term to expire 1/31/2018)
9. Request: One Day Beer & Wine License, 2/8/15 @ Regent Theatre for "Sigmund Says" Benefit Performance for Winchester Got Lunch
Rob Skinner
10. Request: Three One Day All Alcohol Licenses @ Arlington Catholic High School
 - a) March 7, 2015 for '80's Reunion';
 - b) March 21, 2015 for 'Quiz Night';
 - c) May 8, 2015 for '\$10,000 Drawing'.Erin Simmons, ACHS Development Coordinator

PUBLIC HEARINGS

11. CDBG - Performance Update for Program Year 2014-2015
Carol Kowalski, Director, Planning & Community Development
12. Vote: CDBG Requests for FY2015-2016 Funding
Carol Kowalski, Director, Planning & Community Development

APPOINTMENTS

13. Arlington Cultural Council
Jeff Timperi (term to expire 1/31/2018)
14. Transportation Advisory Committee
Seth Federspiel (term to expire 12/31/2018)

LICENSES & PERMITS

15. Request: Common Victualler License
Northender Italian Kitchen, 1345 Massachusetts Ave., Eyad Haddadeen
16. Discussion and Adopt: Hackney Policy Insurance Requirements
Steven M. Byrne, Chair

CITIZENS OPEN FORUM - SIGN IN PRIOR TO BEGINNING OF OPEN FORUM

Except in unusual circumstances, any matter presented for consideration of the Board shall neither be acted upon, nor a decision made the night of the presentation in accordance with the policy under which the Open Forum was established. It should be noted that there is a three minute time limit to present a concern or request.

TRAFFIC RULES & ORDERS / OTHER BUSINESS

17. For Approval: Transportation Advisory Committee Lake Street Corridor Recommendations
Jeff Maxtutis; TAC Vice Chair, Working Group Lead
Howard Muise: TAC Chair
18. Warrant Article Request - Complete Streets Program
Laura Wiener, Assistant Director, Planning and Community Development
19. Discussion and Adopt: Selectmen's Handbook, Alcohol Licenses and Regulations
Kevin F. Greeley, Selectman

CORRESPONDENCE RECEIVED

Request to Rename Summer Street Field
Tom Ahern, Brian Malo, Al Ticehurst, Babe Ruth Board of Directors - Be Rec'd

Summer Street Baseball Field Improvements
Summer Street Baseball Field Committee

Request Town to Modify Existing Website Standard
Jeff Boudreau, 99 Bow Street via Request/Answer Center - Be Rec'd

NEW BUSINESS

EXECUTIVE SESSION

Next meeting of BoS February 9, 2015.



Town of Arlington, Massachusetts

Minutes of Meetings: January 12, 2015

ATTACHMENTS:

Type	Description
 Backup Material	draft minutes 1/12/15

OFFICE OF THE BOARD OF SELECTMEN

STEVEN M. BYRNE, CHAIR
JOSEPH A. CURRO, VICE CHAIR
KEVIN F. GREELEY
DIANE M. MAHON
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON MASSACHUSETTS 02476-4908

Board of Selectmen Meeting
Monday, January 12, 2015
7:15 p.m.

Present: Mr. Byrne, Chair, Mr. Curro, Vice Chair, Mr. Greeley, Mrs. Mahon and Mr. Dunn.
Also Present: Mr. Chapdelaine, Mr. Heim and Mrs. Sullivan.

1. Update: Arlington Food Pantry
Christine Bongiorno, Director of Health and Human Services
Director Bongiorno presented the future Food Pantry plans including:
-a new satellite food pantry site at 117 Broadway(offering more distribution and storage)
-healthier food options
-the hiring of a part-time Food Pantry Director
-establishing the Food Pantry as a separate non-profit (eligible for more grant funds)
The Selectmen were in agreement of support of the Food Pantry's future plans.
2. Presentation: Report of Building Maintenance Committee
Adam W. Chapdelaine, Town Manager
Mr. Chapdelaine reported that the Building Maintenance Committee, established by the Board in 2012, met regularly to evaluate current facility staffing and practices and to draft recommendations to improve the Town's facility maintenance standards long term.
Mr. Flannagan presented the committee's recommendation of a multi-year effort to fully establish a centralized Facilities Department. It is the best consideration to address its short, mid and long term maintenance needs. This department will assist in extending the asset life of existing facilities and efficiencies of building maintenance. The creation of a new director will be funded 50/50 between the Town and the School budgets.

CONSENT AGENDA

3. Minutes of Meetings: December 22, 2014
4. For Approval: 'Cause + Event Arlington 2015' 5K Race, May 17, 2015
Julie Vakoc and Robin Olinsky
5. Request: Contractor/Drainlayer License
K.B. Aruda Construction, Inc., P.O. Box 390822 Cambridge, MA
Mr. Curro moved approval with conditions set forth.

SO VOTED (5-0)

APPOINTMENTS

6. Introduction: Newly Appointed Equal Opportunity Advisory Committee Member
Sara Elizabeth Hirshon (term to expire 1/31/2016)
Mrs. Mahon moved approval. SO VOTED (5-0)
7. Disability Commission
Cynthia DeAngelis (term to expire 1/31/2018)
Mr. Greeley moved approval. SO VOTED (5-0)

CITIZENS OPEN FORUM - SIGN IN PRIOR TO BEGINNING OF OPEN FORUM

No matters were presented for consideration of the Board.

TRAFFIC RULES & ORDERS / OTHER BUSINESS

8. Request: Handicap Parking Sign @ 16 Whittemore Street
Michael Lafferty
Mr. Greeley moved approval. SO VOTED (5-0)
9. For Approval: Arlington Public Art
Adria Arch and Jill Manca, Arlington Public Art
 - a) Chairful Where You Sit 2015
Mr. Curro moved approval. SO VOTED (5-0)
 - b) Art Rocks Spy Pond Park 2015
Mr. Curro moved support with Parks & Recreation approval. SO VOTED (5-0)
 - c) Transformer Box Project 2015, Arlington Heights
Mr. Curro moved approval. SO VOTED (5-0)
10. For Approval: Letter to Federal Aviation Administration
Steven M. Byrne, Chair
Mr. Curro suggested the letter be signed by the Chair and begin with the opening sentence of "On behalf of the Arlington Board of Selectmen..."
Mr. Greeley moved approval of the letter with the above changes. SO VOTED (5-0)
11. Discussion and Adopt: Draft Selectmen's Handbook, Alcohol Licenses and Regulations
Kevin F. Greeley, Selectmen
The Selectmen agreed with the following changes:
 - Word search "he/him" to change to "he/she & him/her"
 - insert into policy "indemnify..." and/or licenseTable of Contents page - delete
Types of Licenses To Be Granted In Arlington page - add page numbers to the General/All licenses:
 - include a signature sheet for applicant sign off of policy acknowledgement
 - all penalties to begin on the day of the week of the infraction
 - regarding sampling have policies (all) reflect the ABCC standardsSpecial/One Day License:
 - add "utilizing the Town Garden at the time of Hall rental is approved subject to all other conditions set forth"Restaurant License:
 - delete current outside serving access through the restaurant (pg. 8,E,3) allow sidewalk serving – accessible but with a suitable barrier (take into consideration of ADA and inspection codes)
 - premise description must include outside area
 - include in policy no language for denying outside serving if voted by the Board
 - amend hours for Sunday opening to be 11:00 a.m.Theatre License:
 - delete prorating of license fee OR delete 50%

Club License:
-rewrite open hours
-rewrite/clean up policy
-add penalties section
-delete#17 on page 32

Mr. Greeley moved a vote of support pending final draft approval at a future meeting.
SO VOTED (5-0)

12. Discussion: Police Chief Recruitment
Adam W. Chapdelaine, Town Manager
Mr. Chapdelaine presented the Chief recruitment strategies and interim Chief strategy. For the recruitment strategy he recommends removing the Police of Chief position from Civil Service, which would require an affirmative vote from Town Meeting or Special Town Meeting requesting the filing of home rule legislation and then the successful passage of the legislation. In addition to this Mr. Chapdelaine will limit the applicant pool to only internal candidates. For the interim chief strategy Mr. Chapdelaine will identify candidates (not interested in applying for the Chief position), speak to ranking officers and make this decision prior to Chief Ryan's departure on March 1st.
Mr. Curro moved to support the Town Manager's recommendation. SO VOTED (4-0-1)
Mrs. Mahon agrees with the process but supports Civil Service so abstains from voting.
13. Town Manager Evaluation Process
Adam W. Chapdelaine, Town Manager
Mr. Chapdelaine proposed to use the same Performance Review Form and process as last year:
-1/26/15 Agenda/Meeting: Town Manager Narrative Self Evaluation, updated goals and evaluation forms.
-February: Selectmen complete evaluations and the HR Director compiles a comprehensive evaluation document for discussion.
-3/9/15 Agenda/Meeting: Discussion: Town Manager's Evaluation
Mrs. Mahon moved approval. SO VOTED (5-0)

NEW BUSINESS

Mr. Heim reminded the Selectmen to complete the Conflict of Interest and the signature page. Additionally the Selectmen must complete the Biannual On-Line Ethics Training Requirement by April 3, 2015.
Mr. Chapdelaine invited all to a reception honoring Chief Ryan on February 5, 2015 from 4:00-6:00 p.m. in the Lyons Hearing Room.
Mr. Chapdelaine reported that the Town will receive an additional \$393,764. From the state for infrastructure improvements.
Mr. Chapdelaine announced the budget will be ready by this Thursday. There will also be a Budget Revenue Task Force Meeting on February 2nd at 6:00 p.m.
Mr. Chapdelaine reported that the Patriot's Day Parade this year may not occur.
Mrs. Mahon requested that a presentation tower/set-up be researched for the Selectmen's Chambers, so that presentations can be done easily and properly.

EXECUTIVE SESSION

Mrs. Mahon moved to adjourn at 9:20 p.m. SO VOTED (5-0)

A true record: Attest

Mary Ann Sullivan
Selectmen's Office

Next scheduled meeting of BoS – January 26, 2015.

1/12/15

Agenda Item	Documents Used
1	Memorandum to Board
2	Memorandum to Board Summary Document Presentation
3	Draft minutes: 12/22/14
4	Police Recommendations Email from Event Organizers E-mail from event organizers Cause and Event Race Info
5	Engineering recommendation, Town application, Meeting notice
6	Meeting notice, Town Manager appointment letter, Meeting reference 12.8.14
7	Town Manager recommendation, DeAngelis resume, Meeting notice
8	Inspections Summary Report, Police memo, Fire memo, Lafferty request, meeting notice
9 (a) (b) (c)	Chairful Where You Sit front cover, Chairful Where You Sit back cover Spy Pond Rocks Artist Call, Spy Pond poster Transformer Box map, Transformer Artist Call, Transformer application
10	Letter to FAA
11	DRAFT Alcohol Licenses and Regulations Manual
12	Memorandum to Board
13	Memorandum to Board, Evaluation Instrument



Town of Arlington, Massachusetts

Reappointment: Board of Health

Summary:

Marie Walsh Condon, M.D. (term to expire 1/31/2018)

ATTACHMENTS:

Type	Description
Backup Material	Town Manager request, Meeting notice



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: January 21, 2014

TO: Board Members

SUBJECT: Reappointment to the Board of Health

This memo is to request the Board's approval of my reappointment of Marie Walsh Condon, 154 Rhinecliff Street, having a term expiration date of 1/31/2018 with the Board of Health.


Town Manager

OFFICE OF THE BOARD OF SELECTMEN

STEVEN M. BYRNE, CHAIR
JOSEPH A. CURRO, JR., VICE CHAIR
KEVIN F. GREELEY
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TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

January 13, 2015

Marie Walsh Condon, M.D.
154 Rhinecliff Street
Arlington, MA 02476

Re: Reappointment: Board of Health

Dear Dr. Condon:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, January 26th at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script, reading "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Reappointment: Board of Library Trustees

Summary:

Barbara Muldoon (term to expire 1/31/2018)

ATTACHMENTS:

Type	Description
<input type="checkbox"/> Backup Material	Town Manager request, Meeting notice



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: January 21, 2014

TO: Board Members

SUBJECT: Reappointment to the Library Board of Trustees

This memo is to request the Board's approval of my reappointment of Barbara Muldoon, 22 Hillsdale Road, having a term expiration date of 1/31/2018 with the Library Board of Trustees.


Town Manager

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TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

January 13, 2015

Barbara Muldoon
22 Hillsdale Road
Arlington, MA 02476

Re: Reappointment: Library Board of Trustees

Dear Ms. Muldoon:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, January 26th at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Reappointment: Commission on Arts and Culture

Summary:

Stephanie Marlin-Curiel (term to expire 1/31/2018)

ATTACHMENTS:

Type	Description
<input type="checkbox"/> Backup Material	Town Manager request, Meeting notice



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Office of the Town Manager

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: January 21, 2014

TO: Board Members

SUBJECT: Reappointment to the Arlington Commission on Arts & Culture (ACAC)

This memo is to request the Board's approval of my reappointment of Stephanie Marlin-Curiel, 11 Cross Street, having a term expiration date of 1/31/2018 with the Arlington Commission on Arts & Culture (ACAC).


Town Manager

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TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

January 13, 2015

Stephanie Marlin-Curiel
11 Cross Street
Arlington, MA 02474

Re: Reappointment: Commission on Arts & Culture

Dear Ms. Marlin-Curiel:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, January 26th at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script, reading "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Reappointment: Conservation Commission

Summary:

David White (term to expire 1/31/2018)

ATTACHMENTS:

Type	Description
<input type="checkbox"/> Backup Material	Town Manager request, Meeting notice



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: January 21, 2014

TO: Board Members

SUBJECT: Reappointment to the Conservation Commission

This memo is to request the Board's approval of my reappointment of David White, 55 Bow Street, having a term expiration date of 1/31/2018 with the Conservation Commission.


Town Manager

OFFICE OF THE BOARD OF SELECTMEN

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TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

January 13, 2015

David White
55 Bow Street
Arlington, MA 02474

Re: Reappointment: Conservation Commission

Dear Mr. White:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, January 26th at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka
Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Reappointment: Constable

Summary:

Roland Demers, Jr. (term ti expire 1/31/2018)

ATTACHMENTS:

Type	Description
Backup Material	Town Manager request, Meeting notice



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Office of the Town Manager

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
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Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: January 21, 2014

TO: Board Members

SUBJECT: Reappointment as Constable

This memo is to request the Board's approval of my reappointment of Roland Demers, Jr, 8 Lorraine Terrace, to a term as Constable with a term expiration date of 1/31/2018.

A handwritten signature in cursive script, reading "Adam W. Chapdelaine".
Town Manager

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TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

January 13, 2015

Roland Demers, Jr.
8 Lorraine Terrace
Arlington, MA 02474

Re: Reappointment: Constable

Dear Mr. Demers:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, January 26th at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

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Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Reappointment: Disability Commission

Summary:

John Thompson (term to expire 1/31/2018)

ATTACHMENTS:

Type	Description
Backup Material	Town Manager request, Meeting notice



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: January 21, 2014

TO: Board Members

SUBJECT: Reappointment to the Disability Commission

This memo is to request the Board's approval of my reappointment of John Thompson, 17 Mill Street #419, having a term expiration date of 1/31/2018 with the Disability Commission.


Town Manager

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TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

January 13, 2015

John Thompson
17 Mill Street, #419
Arlington, MA 02476

Re: Reappointment: Disability Commission

Dear Mr. Thompson:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, January 26th at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Reappointment: Vision 2020

Summary:

Gordon Jamieson (term to expire 1/31/2018)

ATTACHMENTS:

Type	Description
Backup Material	Town Manager request, Meeting notice



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Office of the Town Manager

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E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: January 21, 2014

TO: Board Members

SUBJECT: Reappointment to Vision 2020

This memo is to request the Board's approval of my reappointment of Gordon Jamieson, 163 Scituate Street, having a term expiration date of 1/31/2018 with Vision 2020.


Town Manager

OFFICE OF THE BOARD OF SELECTMEN

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TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

January 13, 2015

Gordon Jamieson
163 Scituate Street
Arlington, MA 02476

Re: Reappointment: Vision 2020

Dear Mr. Jamieson:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, January 26th at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Request: One Day Beer & Wine License, 2/8/15 @ Regent Theatre for "Sigmund Says" Benefit Performance for Winchester Got Lunch

Summary:

Rob Skinner

ATTACHMENTS:

Type	Description
 Backup Material	One Day application

RECEIVED
SELECTMEN'S OFFICE
JAN 15 6 35 PM '15

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL (ONE-DAY) LIQUOR LICENSE APPLICATION
(TO BE FILLED OUT BY EVENT REQUESTOR)

January 14, 2015

Name of Applicant: Robert Skinner

Address, phone & e-mail contact information: Robert Skinner, 74 Hillcrest Parkway, Winchester, MA 01890, 617-951-7560, robert.skinner@ropesgray.com

Name & address of Organization for which license is sought: SAME AS ABOVE.

Does this Organization hold nonprofit status under the IRS Code? ☒ No

Name of Responsible Manager of Organization (if different from above):

Address, phone & e-mail contact information: SAME AS ABOVE

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? NO. If so, please give date(s) of special licenses and/or applications and title of event(s). _____

Is this event an annual or regular event? If so, when was the last time this event was held and at what location? No.

24-Hour contact number for Responsible Manager on Event date: 339-221-0991 or 617-694-6612

Title of Event: **Rob Skinner Presents "Sigmund Says" Benefit Performance for Winchester Got Lunch**

Date/time of Event: **Sunday, February 8th, 2015 (doors at) 7pm**

Location of Event: **REGENT THEATRE**

Location/Event Coordinator: RICHARD STAVROS

Method(s) of invitation/publicity for Event: EMAIL, SOCIAL MEDIA, WORD OF MOUTH

Number of people expected to attend: 250

Expected admission/ticket prices: \$30

Expected prices for food and beverages (alcoholic and non-alcoholic): \$5 PER 12 OZ. CUP OF BEER OR 4 OZ. CUP OF WINE. \$2 FOR BOTTLED WATER

Will persons under age 21 be on premises? UNKNOWN.

If "yes," please detail plan to prevent access of minors to alcoholic beverages. PATRONS WILL BE CARDED / ASKED TO PRESENT VALID I.D. TO MAKE SURE THEY ARE 21 AND OLDER. ONLY ONE DRINK PER CUSTOMER PER VISIT TO THE BAR. HANDS WILL BE STAMPED OR WRISTBANDS GIVEN AFTER I.D. IS CHECK AND APPROVED.

Have you consulted with the Department of Police Services about your security plan for the Event?
YES.

For Police Chief, Operations Commander, or designee:

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

OFC. Corey P. Roteau _____ date 1/21/15
OFC. Corey P. Roteau _____
Printed name/title

POLICE COMMENTS:

request at least one detail officer

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol "one day" licenses are available only to nonprofit organizations.)

JUST BEER AND WINE

What types of food and non-alcoholic beverages do you plan to serve at the Event? TYPICAL MOVIE THEATER CONCESSIONS: POPCORN, CANDY, SOFT DRINKS

Who will be responsible for serving alcoholic beverages at the Event? NICHOLAS WRIGHT OR OTHER T.I.P.S. CERTIFIED BARTENDERS

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.

TIPS CERTIFICATION OR OTHER GOVERNMENT APPROVED CERTIFICATION.
(BOS HAS MR. WRIGHT'S CERTIFICATION ON FILE).

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.

NICHOLAS WRIGHT. DOB ON FILE, BUT CAN BE PROVIDED IF NECESSARY. IF ALTERNATE BARTENDER IS USED, REGENT WILL PROVIDE NAME, DOB, AND PROOF OF CERTIFICATION.

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: www.mass.gov/abcc) HARPOON BEVERAGES FOR BEER; HUB WINE CORP FOR WINE

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?
Arrangements will be made to have excess alcohol transported from the premises and returned to the distributor prior to the expiration date and time of any special alcohol license issued for this event.

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.) BOS HAS REGENT THEATRE LIQUOR LIABILITY POLICY ON FILE.

Please submit this completed form and filing fee to the Board of Selectmen at least 21 days before your Event. Failure to provide complete information may delay the processing of your application.

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: 

Printed name: **Robert Skinner**

Printed title & Organization name:

Email: **robert.skinner@ropesgray.com**

1/14/15

Security Plan for "Rob Skinner Presents SIGMUND SAYS" Sunday, 2/8/15

- 1) Beer & wine sold in one clearly designated area in the back of the theatre
- 2) There are at least two people on duty at "bar" area
 - a) Bartender (TIPS certified)
 - b) Seller/Cashier (everyone must show ID and only one drink can be sold to that person)
 - c) Manager on duty who checks in on the bar area throughout the night
 - d) All have cell phones in case of a problem.
- 3) Public admitted to the theatre no sooner than 30 to 60 minutes before show time. Beer & wine sold from that period to the end of intermission (approx. 2-2.5 hours only), well before the actual ending of the event.
- 4) Liquor can only be consumed in the main theatre area.
- 5) We serve 12oz beers and 4oz wines.
- 6) Regent Co-owners Leland Stein and/or Rick Stavros are on duty and available for all shows.
- 7) If co-owners are not available, a bouncer/security person will be stationed in the bar area
- 8) In case of a problem, the server or seller is to contact person on duty/security.
- 9) In the case of an emergency they are to call the police.
- 10) Both the seller and the bartender have been instructed and trained to refuse selling or serving alcohol to anyone they have determined to have been drinking excessively outside the premises before the event, or during the event itself.
- 11) Ticket holders will be instructed to park in the municipal lot across the street or street parking where available.
- 12) There will be announcement at start of event pointing out emergency exits, and procedures for an emergency evacuation.
- 13) If no police detail present, the Regent Manager will make sure crowd is orderly on sidewalk and not spilling out into the street, through the use of Private Security.
- 14) If police detail present and the bar area is crowded, management will request a police officer to be as close to bar area as possible.
- 15) When advance ticket sales warrant it, a police detail will be hired for security. Otherwise, Regent management will provide security.
- 16) A police detail will be hired by the event organizer if 150 or more patrons are expected; two police details if more than 300. (We are expecting around 150-200 for this event, so please arrange for one police detail)



Town of Arlington, Massachusetts

Request: Three One Day All Alcohol Licenses @ Arlington Catholic High School

Summary:

- a) March 7, 2015 for '80's Reunion';
- b) March 21, 2015 for 'Quiz Night';
- c) May 8, 2015 for '\$10,000 Drawing'.

Erin Simmons, ACHS Development Coordinator

ATTACHMENTS:

Type	Description
Backup Material	March 7 request
Backup Material	March 21 request
Backup Material	May 8 request

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL (ONE-DAY) LIQUOR LICENSE APPLICATION
(TO BE FILLED OUT BY EVENT REQUESTOR)

Name of Applicant: Arlington Catholic High School
Address, phone & e-mail contact information: 16 Medford St. Arlington
781 646 5101 Lpepicelli@ACHS.NET

Name & address of Organization for which license is sought: Same

Does this Organization hold nonprofit status under the IRS Code? ☒ Yes ☐ No

Name of Responsible Manager of Organization (if different from above):

Lee-Ann Pepicelli-Murray
Address, phone & e-mail contact information: Same

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? yes If so, please give date(s) of special licenses and/or applications and title of event(s). 3/21/15 - QUIZ NIGHT, 10 K DRAWING 5/18/15

Is this event an annual or regular event? If so, when was the last time this event was held and at what location?

24-Hour contact number for Responsible Manager on Event date: 617 605 9727

Title of Event: 80's Reunion

Date/time of Event: MARCH 7th 2015 7pm

Location of Event: Arlington Catholic High School

Location/Event Coordinator: ERIN SIMMONS

Method(s) of invitation/publicity for Event: Invite to community members

Number of people expected to attend: 150

Expected admission/ticket prices: \$ 35

Expected prices for food and beverages (alcoholic and non-alcoholic): \$4 mixed drinks
\$3 Beer/Wine \$1 soda/water

Will persons under age 21 be on premises? NO

If "yes," please detail plan to prevent access of minors to alcoholic beverages. _____

Have you consulted with the Department of Police Services about your security plan for the Event?

Please see attached

For Police Chief, Operations Commander, or designee:

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

Off. Corey P. Rotundo date 11/21/15
Off. Corey P. Rotundo
Printed name/title

- Request one detail officer at a minimum

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol "one day" licenses are available only to nonprofit organizations.)

Beer, Wine, Mixed Drinks

What types of food and non-alcoholic beverages do you plan to serve at the Event? _____

soda, water, various foods

Who will be responsible for serving alcoholic beverages at the Event? _____

1 certified bartender

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.

Joe Simmons
Certification Attached

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.

Joe Simmons 9/9/70

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: www.mass.gov/abcc) Atlas Liquors, Medford

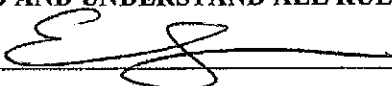
How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?

They will be returned to Atlas Liquors, Medford

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.) Please see attached

Please submit this completed form and filing fee to the Board of Selectmen at least 21 days before your Event. Failure to provide complete information may delay the processing of your application.

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: 

Printed name: ERIN SIMMONS

Printed title & Organization name: Development Coordinator ACHS

Email: ~~e.simmons@achhs.net~~
esimmons@achhs.net

* must list how and when alcohol will be returned to Atlas prior to Final approval

Quiz Night Security Plan

Arlington Catholic's Quiz Night will have approximately 150 attendees. It is a fundraising event for the school. This is our 19th year holding this event. We will have a bar available as well as food.

Prevention of Sale of Alcohol to Minors:

First and foremost, no one is allowed to attend the event unless they are 21 and over. Additionally, AC has a certified bartender who will check IDs for everyone, Joseph Simmons (his certification information is enclosed). There will also be additional volunteers available to serve soda and non-alcoholic beverages.

Traffic and Parking:

We do not anticipate any traffic issues as the school daily has over 800 people in the building and there will be fewer people in attendance that evening. Attendees are being told to park in the Municipal Lot behind the school, to find street parking, or the RR Lot. We will also remind attendees to park in the metered section only, not the permit parking only section.

General Crowd Control:

Arlington Catholic will hire two Arlington Police Detail Officers for the event to assist if any issues arise. We will also have numerous school administrators present.

Evacuation Plan:

The school evacuation plan that was developed to evacuate students during the day will be put into use if any emergencies occur. The emergency plan is posted in all areas of the school with explicit instructions of what to do in an emergency. Again, school administrators and staff will be available to assist and direct if anything were to occur.

This is your Official TIPS® Certification Card.

Carry it with you as evidence of your skills and knowledge in the responsible sale and consumption of alcohol.

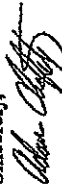
Congratulations!

By successfully completing the TIPS (Training for Intervention Procedures) program, you have taken your place in the forefront of a nationwide movement to reduce the tragedies resulting from the misuse of alcohol. We value your participation in the TIPS program.

You will help to provide a safer environment for your patrons, peers and/or colleagues by using the techniques you have learned and taking a positive approach towards alcohol use.

If you have any information you think would enhance the TIPS program, or if we can assist you in any way, please contact us at 703-524-1200. Thank you for your dedication to the responsible sale and consumption of alcohol.

Sincerely,



Adam F. Chafetz
President, HCI

IMPORTANT: Keep a copy of this card for your records. Write down your certification number because you will need it when contacting TIPS. For assistance or additional information, contact Health Communications, Inc. by using the information provided on the reverse side of your certification card. There is a minimal charge for a replacement card if your original card becomes lost, damaged or stolen.



eTIPS On Premise 2.0 SSN: XXX-XX-XXXX
Issued: 3/8/2014 Expires: 3/8/2017
ID#: 3673453 D.O.B.: XXXXXXXXXX

Joseph Paul Simmons
Arlington Catholic High School
16 Medford St
Arlington, MA 02474-3121

For service visit us online at www.gettips.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/15/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Roman Catholic Archdiocese of Boston 66 Brooks Drive Braintree, MA 02184		CONTACT NAME: PHONE (A/C, No., Ext): 617-746-5742 FAX (A/C, No.): 617-779-4572 E-MAIL ADDRESS: ormadmin@rcab.org	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: National Catholic Risk Retention Group NAIC # 10083-001	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 080003 0108-01-13 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.


INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			RCAB \$250,000.00 RRG 10358-17 \$750,000.00	07/01/14	07/01/15	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		DAMAGE TO RENTED PREMISES (Ea occurrence) \$				
	<input checked="" type="checkbox"/> Host Liquor Liability		MED EXP (Any one person) \$				
			PERSONAL & ADV INJURY \$				
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COM/PO/ AGG \$
	OTHER:						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						\$
	<input type="checkbox"/> NON-OWNED AUTOS						
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> OCCUR						\$
	<input type="checkbox"/> CLAIMS-MADE						
	DED						
	RETENTIONS						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of General Liability including Host Liquor Liability for School fundraisers

October 18, 2014, - March 7, 2015, - March 21, 2015, and May 8, 2015

Town of Arlington is an additional insured where required by written contract.

CERTIFICATE HOLDER Town of Arlington, Massachusetts 730 Massachusetts Avenue Arlington, MA 02476	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL (ONE-DAY) LIQUOR LICENSE APPLICATION
(TO BE FILLED OUT BY EVENT REQUESTOR)

Name of Applicant: Arlington Catholic High School

Address, phone & e-mail contact information: 16 Medford St Arlington
781-646-5101 Lpepicelli@achs.net

Name & address of Organization for which license is sought: Same

Does this Organization hold nonprofit status under the IRS Code? ☒ Yes ☐ No

Name of Responsible Manager of Organization (if different from above):
Lee-Ann Pepicelli-Murray

Address, phone & e-mail contact information: Same

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? Yes If so, please give date(s) of special licenses and/or applications and title of event(s). 80's Reunion 3/7/15, 10K Drawing 5/8/15

Is this event an annual or regular event? If so, when was the last time this event was held and at what location? Annual, every March

24-Hour contact number for Responsible Manager on Event date: 617 605 9727

Title of Event: QUIZ NIGHT

Date/time of Event: March 21, 2015 6pm-11pm

Location of Event: Arlington Catholic High School

Location/Event Coordinator: ERIN SIMMONS

Method(s) of invitation/publicity for Event: Invite to Community members

Number of people expected to attend: 150

Expected admission/ticket prices: \$35

Expected prices for food and beverages (alcoholic and non-alcoholic): \$4 mixed drinks
\$1.3 beer/wine \$1 soda/water

Will persons under age 21 be on premises? NO

If "yes," please detail plan to prevent access of minors to alcoholic beverages. _____

Have you consulted with the Department of Police Services about your security plan for the Event?

Please See Attached

For Police Chief, Operations Commander, or designee:

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

Off. Corey J. Poteau

date 1/21/15

Off. Corey J. Poteau

Printed name/title

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol "one day" licenses are available only to nonprofit organizations.)

Beer, wine, mixed drinks

What types of food and non-alcoholic beverages do you plan to serve at the Event?

Soda, water, various foods

Who will be responsible for serving alcoholic beverages at the Event?

1 Certified Bartender

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.

Joe Simmons

certification attached

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.

Joe Simmons

9/9/70

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: www.mass.gov/abcc) Atlas Liquors, Medford


How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?
They will be returned to Atlas Liquors, Medford

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.)

Please see attached

Please submit this completed form and filing fee to the Board of Selectmen at least 21 days before your Event. Failure to provide complete information may delay the processing of your application.

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: 

Printed name: Erin Simmons

Printed title & Organization name: Development Coordinator ACHS

Email: ESIMMONS@ACHS.NET

Prior to Final approval -

- Must request at least one detail officer
- must list how and when alcohol will be returned to Atlas.

Quiz Night Security Plan

Arlington Catholic's Quiz Night will have approximately 150 attendees. It is a fundraising event for the school. This is our 19th year holding this event. We will have a bar available as well as food.

Prevention of Sale of Alcohol to Minors:

First and foremost, no one is allowed to attend the event unless they are 21 and over. Additionally, AC has a certified bartender who will check IDs for everyone, Joseph Simmons (his certification information is enclosed). There will also be additional volunteers available to serve soda and non-alcoholic beverages.

Traffic and Parking:

We do not anticipate any traffic issues as the school daily has over 800 people in the building and there will be fewer people in attendance that evening. Attendees are being told to park in the Municipal Lot behind the school, to find street parking, or the RR Lot. We will also remind attendees to park in the metered section only, not the permit parking only section.

General Crowd Control:

Arlington Catholic will hire two Arlington Police Detail Officers for the event to assist if any issues arise. We will also have numerous school administrators present.

Evacuation Plan:

The school evacuation plan that was developed to evacuate students during the day will be put into use if any emergencies occur. The emergency plan is posted in all areas of the school with explicit instructions of what to do in an emergency. Again, school administrators and staff will be available to assist and direct if anything were to occur.

This is your Official TIPS® Certification Card.

Carry it with you as evidence of your skills and knowledge in the responsible sale and consumption of alcohol.

Congratulations!

By successfully completing the TIPS (Training for Intervention Procedures) program, you have taken your place in the forefront of a nationwide movement to reduce the tragedies resulting from the misuse of alcohol. We value your participation in the TIPS program.

You will help to provide a safer environment for your patrons, peers and/or colleagues by using the techniques you have learned and taking a positive approach towards alcohol use.

If you have any information you think would enhance the TIPS program, or if we can assist you in any way, please contact us at 703-524-1200. Thank you for your dedication to the responsible sale and consumption of alcohol.

Sincerely,



Adam F. Chafetz
President, HCI

IMPORTANT: Keep a copy of this card for your records. Write down your certification number because you will need it when contacting TIPS. For assistance or additional information, contact Health Communications, Inc. by using the information provided on the reverse side of your certification card. There is a minimal charge for a replacement card if your original card becomes lost, damaged or stolen.

TIPS

eTIPS On Premise 2.0 SSN: XXX-XX-XXXX

Issued: 3/8/2014 Expires: 3/8/2017

ID#: 3673453 D.O.B.: XXXXX-XXXX

Joseph Paul Simmons
Arlington Catholic High School
16 Medford St
Arlington, MA 02474-3121

For service visit us online at www.gettips.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/15/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Roman Catholic Archdiocese of Boston 66 Brooks Drive Braintree, MA 02184		CONTACT NAME: PHONE (A/C, No, Ext): 617-746-5742 FAX (A/C, No): 617-779-4572 E-MAIL: ormadmin@rcab.org ADDRESS:	
INSURED Location 080-003 Arlington Catholic High School 16 Medford Street Arlington MA 02471		INSURER(S) AFFORDING COVERAGE INSURER A: National Catholic Risk Retention Group NAIC # 10083-001 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 080003 0108-01-13

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY		RCAB \$250,000.00	07/01/14	07/01/15	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		RRG 10358-17 \$750,000.00			DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	<input checked="" type="checkbox"/> Host Liquor Liability					MED EXP (Any one person) \$
	GEN'L AGGREGATE LIMIT APPLIES PER:					PERSONAL & ADV INJURY \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					GENERAL AGGREGATE \$
	<input type="checkbox"/> OTHER:					PRODUCTS - COM/OP AGG \$
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB	<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A			E.L. EACH ACCIDENT \$
	if yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of General Liability including Host Liquor Liability for School fundraisers
October 18, 2014, - March 7, 2015, - March 21, 2015, and May 8, 2015
Town of Arlington is an additional insured where required by written contract.

CERTIFICATE HOLDER

Town of Arlington, Massachusetts
730 Massachusetts Avenue
Arlington, MA 02476

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

David H. [Signature]

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OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL (ONE-DAY) LIQUOR LICENSE APPLICATION
(TO BE FILLED OUT BY EVENT REQUESTOR)

Name of Applicant: Arlington Catholic High School
Address, phone & e-mail contact information: 16 Medford St Arlington
781 646 5101 Lpepicelli@achsh.net
Name & address of Organization for which license is sought: Same

Does this Organization hold nonprofit status under the IRS Code? ☒ Yes ☐ No

Name of Responsible Manager of Organization (if different from above):

Lee-Ann Pepicelli-Murray
Address, phone & e-mail contact information: Same

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? Yes If so, please give date(s) of special licenses and/or applications and title of event(s). 3/7/15 - 80's Reunion 3/21 - Quiz Night

Is this event an annual or regular event? If so, when was the last time this event was held and at what location? Annual, every April/May

24-Hour contact number for Responsible Manager on Event date: 617 605 9729

Title of Event: \$10 K Drawing

Date/time of Event: May 8th 2015 6³⁰pm - 9pm

Location of Event: Arlington Catholic High School

Location/Event Coordinator: Erin Simmons

Method(s) of invitation/publicity for Event: Invite to ticket holder

Number of people expected to attend: 70

Expected admission/ticket prices: \$ 0

Expected prices for food and beverages (alcoholic and non-alcoholic): \$ 0

Will persons under age 21 be on premises? NO

If "yes," please detail plan to prevent access of minors to alcoholic beverages. _____

Have you consulted with the Department of Police Services about your security plan for the Event?

Please see attached

For Police Chief, Operations Commander, or designee:

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

Off. Corey P. Roteau date 11/21/15
Off. Corey P. Roteau
Printed name/title

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol "one day" licenses are available only to nonprofit organizations.)

Beer, wine, mixed drinks

What types of food and non-alcoholic beverages do you plan to serve at the Event?

Soda, water, various foods

Who will be responsible for serving alcoholic beverages at the Event?

1 certified bartender

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.

Joe Simmons
certification attached

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.

Joe Simmons 9/9/70

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: www.mass.gov/abcc) Atlas Liquors, Medford

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?

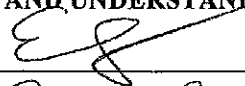
Atlas Liquors, Medford
Whatever is left over will be distributed
amongst the committee

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.)

Please see attached

Please submit this completed form and filing fee to the Board of Selectmen at least 21 days before your Event. Failure to provide complete information may delay the processing of your application.

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: 

Printed name: ERIN SIMMONS

Printed title & Organization name: Development Coordinator, ACHS

Email: ESIMMONS@ACHS.NET

\$10,000 Drawing Security Plan

Arlington Catholic's \$10,000 Drawing will have approximately 70-75 attendees. It is a fundraising event for the school. This is our 33rd year holding this event. We will have a bar available as well as food.

Prevention of Sale of Alcohol to Minors:

First and foremost, no one is allowed to attend the event unless they are 21 and over. Additionally, AC has a certified bartender who will check IDs for everyone, Joseph Simmons (his certification information is enclosed). There will also be additional volunteers available to serve soda and non-alcoholic beverages.

Traffic and Parking:

We do not anticipate any traffic issues as the school daily has over 800 people in the building and there will be far fewer people in attendance that evening. Attendees are being told to park in the Municipal Lot behind the school and to use the metered spaces not the permit only spaces.

General Crowd Control:

Arlington Catholic will have numerous school administrators present should any issues arise.

Evacuation Plan:

The school evacuation plan that was developed to evacuate students during the day will be put into use if any emergencies occur. The emergency plan is posted in all areas of the school with explicit instructions of what to do in an emergency. Again, school administrators and staff will be available to assist and direct if anything were to occur.

This is your Official TIPS® Certification Card.

Carry it with you as evidence of your skills and knowledge in the responsible sale and consumption of alcohol.

Congratulations!

By successfully completing the TIPS (Training for Intervention Procedures) program, you have taken your place in the forefront of a nationwide movement to reduce the tragedies resulting from the misuse of alcohol. We value your participation in the TIPS program.

You will help to provide a safer environment for your patrons, peers and/or colleagues by using the techniques you have learned and taking a positive approach towards alcohol use.

If you have any information you think would enhance the TIPS program, or if we can assist you in any way, please contact us at 703-524-1200. Thank you for your dedication to the responsible sale and consumption of alcohol.

Sincerely,



Adam F. Chafetz
President, HCI

IMPORTANT: Keep a copy of this card for your records. Write down your certification number because you will need it when contacting TIPS. For assistance or additional information, contact Health Communications, Inc. by using the information provided on the reverse side of your certification card. There is a minimal charge for a replacement card if your original card becomes lost, damaged or stolen.



eTIPS On Premise 2.0 SSN: XXX-XX-XXXX
Issued: 3/8/2014 Expires: 3/8/2017
ID#: 3673453 D.O.B.: XXX/XX/XXXX

Joseph Paul Simmons
Arlington Catholic High School
16 Medford St
Arlington, MA 02474-3121

For service visit us online at www.gettips.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/15/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Roman Catholic Archdiocese of Boston 66 Brooks Drive Braintree, MA 02184		CONTACT NAME: PHONE (A/C, No, Ext): 617-746-5742 FAX (A/C, No): 617-779-4572 E-MAIL ADDRESS: ormadmin@rcab.org		
INSURED Location 080-003 Arlington Catholic High School 16 Medford Street Arlington MA 02471		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: National Catholic Risk Retention Group		10083-001
		INSURER B:		
		INSURER C:		
		INSURER D:		
		INSURER E:		
INSURER F:				

COVERAGES

CERTIFICATE NUMBER: 080003 0108-01-13

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			RCAB \$250,000.00 RRG 10358-17 \$750,000.00	07/01/14	07/01/15	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	<input checked="" type="checkbox"/> Host Liquor Liability						MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COM/OP AGG \$
	OTHER:						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
	<input type="checkbox"/> UMBRELLA LIAB	<input type="checkbox"/> OCCUR					EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of General Liability including Host Liquor Liability for School fundraisers
October 18, 2014, - March 7, 2015, - March 21, 2015, and May 8, 2015
Town of Arlington is an additional insured where required by written contract.

CERTIFICATE HOLDER

Town of Arlington, Massachusetts
730 Massachusetts Avenue
Arlington, MA 02476

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

David H. Sullivan

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Town of Arlington, Massachusetts

CDBG - Performance Update for Program Year 2014-2015

Summary:

Carol Kowalski, Director, Planning & Community Development

ATTACHMENTS:

Type	Description
<input type="checkbox"/> Document for Approval	CDBG Performance Reports 2014-2015

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
ANNUAL REPORT
JANUARY 2015

ARLINGTON YOUTH COUNSELING CENTER

Project Description: The Arlington Youth Counseling Center (AYCC) is a community-based, mental health counseling center serving children, adolescents and families living in Arlington. There are 249 clients at AYCC representing over 210 families. Of these clients, roughly 55% are CDBG eligible. The breakdown by age includes 37% children (12 and under), 44% adolescents (13-19), and 19% adults (20 and older). AYCC uses CDBG funds to provide critical mental health services to families who are unable to afford copayments and insurance deductibles, as well as income-eligible families who are without health insurance at the time of service.

Program Goals:

AYCC strives continuously to meet both goals outlined in the CDBG grant proposal. Below is a summary of progress towards each goal.

Goal 1: Low and moderate income youth and families will have immediate access to mental health counseling services and treatment. AYCC responded to all requests for services within one business day of initial referrals, and conducted intake assessments within three days of first contact. The timeliness with which AYCC is able to respond to referrals is made possible with the help of the part time intake coordinator, and by the availability of 4 new fee-for-service clinicians. The intake coordinator continues to collaborate extensively with AYCC staff to ensure that clients are assigned to clinicians as quickly as possible. AYCC has reduced its waitlist considerably over the past seven months, eliminating it entirely for much of the fall. Currently, our waitlist is growing again, but every effort is made to assign clients to AYCC counselors within 7 days of intake. This is not always possible, however, given the complex needs of certain clients. The waitlist is monitored daily by AYCC administrators and evaluated regularly against clinical caseloads for potential assignments. AYCC is once again looking to hire new fee-for-service clinicians to continue to meet demand for services.

Goal 2: Clients on MassHealth will be evaluated regularly to determine behavioral health needs and strengths. In accordance with state requirements, a Child and Adolescent Needs and Strengths (CANS) assessment is conducted by AYCC clinicians for all clients insured by MassHealth, during their first session. Quarterly CANS updates are also required for those clients. Treatment plans are established with consideration to CANS assessments, and are monitored regularly for client progress towards goals and objectives. Treatment plans are updated as needed.

Summary:

CDBG funds were used to pay for mental healthcare for eligible clients who were otherwise unable to afford treatment. To date this fiscal year, 14 clients (representing 11 families) received CDBG assistance for mental health counseling and psychiatry at AYCC. In total, they participated in 147 clinical sessions, utilizing \$15,890 of CDBG funding. In addition, AYCC provided services to 10 families with temporary MassHealth, for which the agency has not, and may not receive reimbursement. Currently under appeal by Medicaid, those services that are not reimbursed through Medicaid will be applied to CDBG.

CDBG grants are a critical source of funding for AYCC, allowing the agency to remain true to its mission of providing high quality mental health services to Arlington residents, regardless of their ability to pay. CDBG funding subsidizes the cost of providing free or reduced-fee sessions at AYCC, ensuring that all children and families in Arlington have access to preventative mental health counseling and treatment. Many AYCC clients have no other options for receiving mental health counseling and/or pharmacotherapy. Without these needed services, many children and families would suffer greatly- at home, in school and with peers.

Arlington Boys & Girls Club
Sixty Pond Lane Arlington, Ma 02474

To: Board of Selectmen

From: Derek F. Curran, Executive Director

Date: 1/20/2015

Subject: Status Report for 2014-15 CDGB Allocation

Arlington Boys & Girls Club Scholarship Program

The Arlington Boys & Girls Club was awarded \$14,500 in 2014/15. We used the entire allotment during the busy 2014 summer. For many families summer is a very stressful time of year. With children out of school and parents at work the need for affordable care is great.

Youth Jobs Program

The Arlington Boys & Girls Club received \$4000 for the Jobs, Jobs, Jobs Program. The Arlington Boys & Girls Club, Arlington Recreation and Fidelity House split a \$12,000 grant. We used our entire allotment during the summer of 2014. The Jobs program allows teens a fun, safe place to have work. For many this may be their first job, others it a way to earn some spending money and take a little pressure of their family.



COUNCIL ON AGING
TOWN OF ARLINGTON
27 MAPLE STREET
ARLINGTON, MASSACHUSETTS 02476-4909
(781) 316-3400 fax (781) 316-3409



To: Board of Selectman

From: Susan R. Carp, Executive Director / *Susan Carp*

Date: January 20, 2015

Re: Report on CDBG Allocations

The follow is an interim status report for the current projects funded by allocations from the Community Development Block Grant program.

Lifeline: The Arlington Council on Aging was awarded \$1,200 to supplement the cost of this 24 hour, 7 day a week service. The frail elder with various medical complexities receive the greatest benefit first, by being able to remain in their Arlington home and second, knowing there is access to emergency assistance in the event of a need. The annual fee for this service is \$360/year and all funds will be expended prior to the end of the fiscal year.

Code Red/My Daily Call: The Arlington Council on aging was awarded \$1,250 for the annual contract for this service. The COA works in collaboration with the Arlington Police Department/Dispatch in providing a safety net for up to 12 seniors who live alone and are considered frail and can benefit of a daily call to ensure their safety. Enrollment is on a rolling basis and we currently have 4 enrolled.

Adult Day Health: The Arlington Council on Aging was awarded \$4,000 which was an increase over the prior year's award of \$2,500. Adult day health services cost a minimum of \$57/day; not including transportation to/from the program. Arlington has 831 seniors that have some neurodegenerative disease. There are over 25 Arlington seniors receiving adult day services 3-5 days per week for about 4,800 units of service per year. By fiscal year end, all monies will be expended with 15 seniors receiving benefit of no more than \$300/year.

Transportation/Volunteer Coordinator: The dual position of 28 hours is entirely funded through the Community Development Block Grant program and as such all funds will be expended. Without these funds, it would be impossible to provide over 250 seniors rides through the "family of transportation services". The cumulative rides exceed 11,000 per year bringing seniors to the Senior Center and to medical appointments. The newer program, "Every Day Living" is gaining popularity and allows seniors to go the hairdresser/barber, grocery shop, and other local errands.

The Volunteer Coordinator role has cultivated over 215 individuals engaging them in programs/services that have a direct impact on the lives of seniors. The majority of the volunteers are seniors themselves giving back to their community. There are about 50 volunteers that contribute over 30 hours per year. The volunteer program is such a success that the Massachusetts on Council on Aging has suggested that other COA's replicate "Coffee and Conversation" which is a monthly meeting of all volunteers that was created by the COA Volunteer Coordinator. The "C&C" program is a powerful tool for soliciting and retaining volunteers.

25 Medford Street
Arlington, MA 02474
781-648-2005
www.fidelityhouse.org



Edward F. Woods
Executive Director

FIDELITY HOUSE

Board of Selectmen
730 Massachusetts Avenue
Arlington, MA 02476

January, 2015

FIDELITY HOUSE MENOTOMY MANOR/CDBG PROGRAM UPDATE

July 1, 2014 - June 30, 2015

"We cannot always build a future for our youth, but we can always build our youth for the future." Franklin D. Roosevelt

Part of the mission of the Community Development Block Grant is to ensure that services are provided to the most vulnerable in our communities. *Fidelity House's mission as a community center is the promotion of good citizenship, increasing self-reliance and furthering the social, physical and emotional growth of the individual.* Together, we have been able to provide and build up our community's youth who reside in Arlington's low income housing, Menotomy Manor.

The following is a review of our program goals and how we are utilizing the funding entrusted to us to maximize the program impact. The main barriers to participation, as expressed by the parents, revolve around finances and accessibility. Addressing those two needs are vital ingredients in the design of the Menotomy Manor Outreach Program.

Fidelity House will increase the opportunities and participation of the 5-18 year old youth by providing summer camperships, free transportation, on-site programming, free memberships and year-round, multi-faceted activities. The \$14,000 helped defray the program costs. 27 Menotomy Manor youth attended our Day Camps during the Summer Months for an average of 2 weeks of Day Camp. BUS transportation to/from Fidelity House for Day Camp was provided at **no cost** to the families. The on-site programming currently includes both transportation **to/from Fidelity House two days** a week (with 3 – 14 children attending weekly) and on-site programming an additional afternoon (with 4 – 10 youth attending weekly). Free one year memberships (for grades 2 through high school) continue to be offered to assist with participation (\$50 is the normal one year membership fee) and we have already increased the scholarships to participate in sports, specialty youth programs by \$600 through January.

Fidelity House will provide positive role models, familiar faces & dependable services to allow prevention/intervention programming to be effective for the youth. Fidelity House continues to provide programs year round and all the staff are well-known faces, providing stable and positive role models for the youth.

Fidelity House will collaborate with parents, local schools, human service departments to provide the best prevention/intervention programming for the youth involved. Fidelity House continues to have positive interactions with the families that reside in Menotomy Manor, Thompson School, Arlington Youth Consultation Center and the Department of Social Services.

We at Fidelity House truly believe that this program positively builds up the child, the families and ultimately, the community. We thank the Selectmen for allowing us the opportunity to persistently continue this program despite the ups and downs of the economy.

Sincerely,

Lisa Urben
Youth Program Director



Housing Corporation of Arlington

20 Academy Street Arlington, MA 02476

tel: 781.316.3451

fax: 781.316.3614

info@housingcorporarlington.org

www.housingcorporarlington.org

Mission

Housing Corporation of Arlington provides and advocates for decent, affordable housing for low- and moderate-income families and individuals in Arlington and surrounding communities, while promoting social and economic diversity.

History

Housing Corporation of Arlington (HCA) was founded in 1987 in response to what was then perceived as out-of-control housing prices. Between 2001 and 2013, HCA has grown its affordable rental portfolio to 90 units in Arlington.

In 2014 HPP assisted 38 households in danger of becoming homeless with \$43,260 in grants. Since 2000, more than 500 grants totaling more than \$925,000 have been made to households through HCA's Homelessness Prevention Program (HPP). This program protects the most vulnerable in our community --the elderly, the disabled, single parents and families with young children--from becoming homeless or without safe or long-term housing options. Arlington is one of the only communities in the local area to have a safety net for those families and individuals in danger of losing their housing. HCA is proud to have pioneered this innovative program to keep people housed.

Major Programs

Affordable Apartment Program

Since 2001, HCA has purchased, rehabilitated and made available for low-income families and individuals 90 affordable apartments within two-family homes and small apartment buildings in Arlington. Scattered throughout town, our fifteen two-family houses offer ideal living environments for families with children, as they provide the scale of a single-family house with yards for play areas. HCA's nine other apartment buildings provide much-needed affordable housing for singles, couples and small families. All of these properties were improved and made lead-free. Most properties received significant energy upgrades. Our units are fully leased with many of our tenants remaining for 6 to 10 years as they consider our unit home. Our current waitlist has over 1000 households on it with more than 300 from Arlington.

HCA is committed to maintaining our current scattered site portfolio. During the past year, HCA spent \$52,000 for capital improvements on our existing portfolio adding two new roofs, two sets of gutters, and installing two energy efficient, gas fired boilers and hot water heaters, and several new porches. These sustainability-focused improvements have significantly lowered utility costs for our tenants and guarantees the portfolio remains attractive, well kept and viable. In 2015 HCA requests \$100,000 in CDBG funds for additional energy efficient and sustainable capital improvements, to help maintain these units as safe, decent and affordable housing.

Housing. Community. Affordability.

In 2013, HCA completed its most ambitious affordable housing project in the organization's history the completion of the \$10.8 million Capitol Square Apartments. The project is fully leased and now provides housing to 32 low income households. Two units are fully wheelchair accessible. The acquisition and redevelopment of these three apartment buildings required a complex combination of funding sources, which was recognized in 2013 by Novogradac Journal of Tax Credits with a national award for financial innovation.

In HCA's Strategic Planning Update session held in June 2014, the organization recommitted to developing a pipeline of projects for additional affordable housing units to meet the increasing need. Our current waitlist is evenly split among households needing one, two and three bedroom units with lesser demand for studios or larger than three bedroom units.

To create the pipeline HCA purchased three sites in 2014 and now maintains a portfolio of 27 buildings in Arlington.

1. New Project Description—20 Westminster Ave

HCA purchased the building and land at 20 Westminster Ave in Arlington, MA in March 2014. This brick structure at the intersection of Lowell, Westminster and Park Ave, was formerly a church and is now used by New Covenant Preschool on the lower two floors and the Arlington Belmont Crew Club on the top floor. HCA intends to redevelop the building into 8 to 12 affordable rental units. HCA is pursuing a Comprehensive Permit under Chapter 40B, in order to build multi-family housing in this single family zone. The initial community meeting took place in November 2014. The application for eligibility under Chapter 40B was submitted to Massachusetts Housing Partnership in December 2014. Arlington CDBG funding in the amount of \$270,000 was utilized for the acquisition. Brookline Bank provided a first mortgage of \$785,000. HCA is requesting an additional \$300,000 in CDBG funds for predevelopment expenses such as architectural design, environmental studies and engineering consultants and initial construction costs. During this past year HCA replaced the roof, de-leaded a number of windows and doors and painted the third floor for rental.

2. New Project description—Kimball Farmer House

In September 2014 HCA purchased the historic Kimball Farmer House at 1173 Mass Ave at the corner of Mass. Ave. and Forest Street. The property originally was built as a house but has more recently been used as both office and residential. The Arlington Redevelopment Board approved HCA's request to reconvert the building to three affordable residential units. Construction is proposed to start in February 2015 and rent up anticipated by fall 2015. Arlington has provided \$190,000 in CDBG funds for the project.

3. New Project description—117 Broadway – Arlington Food Pantry

117 Broadway, was also purchased in September 2014 and is currently housing the Arlington Food Pantry's second location. Leader Bank provided a line of credit for the acquisition. The intent is to construct a mixed use building, commercial on the first floor and affordable rental units on three floors above. Negotiations are progressing with Sean Lyons for a long term lease of the adjacent property. Some of the commercial space will be designed to be utilized by the Arlington Food Pantry. We anticipate 20 to 30 units of affordable housing and approximately 12,000 sq. ft. of commercial space. HCA will require CDBG funds of \$100,000 for predevelopment costs in the coming year.

4. Downing Square at 19R Park Street, Arlington

HCA entered into a P&S agreement in September 2013 on a one acre parcel in Arlington. The site is located behind the CITGO station at the intersection of Park Ave and Lowell Street in Arlington and runs horizontally along the Minuteman Bike Path. The site has some significant environmental issues. HCA has done significant work defining the amount of environmental remediation required. The site is contaminated with polychlorinated biphenyl (PCB) and volatile organic compounds (VOCs). It is anticipated to cost approximately \$750,000 for the cleanup. At this time we have gone back to the sellers to renegotiate the purchase price. No CDBG funds are being sought for this project this year.

The number of opportunities open to HCA at this time is unprecedented. These projects taken together could create up to 70 new units of affordable housing over the next 3 years. That would increase HCA's portfolio of affordable housing in Arlington to 160 units.

Evaluation Process

Affordable Apartment Program. Most of our lenders have reporting requirements that include apartment inspections, income verification of tenants and ongoing due diligence. Arlington's Director of Housing inspects each apartment every 3 years on a rotating basis to comply with HUD regulations. Mass Housing Partnership requires annual inspections of its units as well as financial compliance. The Massachusetts Department of Housing and Community Development (DHCD) hires consultants to inspect the Capitol Square development and tenant files biannually. Our investors pay close attention our entire portfolio. The HCA Finance Committee reviews the project financials monthly and reports to the Board of Directors.

Brief polls of our tenants have shown that the energy improvements have cut their heating bills by 50% or more in some cases and anecdotal reports are the heat is more even and the bills are spread throughout the heating season. All significant improvements for households on tight budgets.

Homelessness Prevention Program. A Review Committee of HCA's Homelessness Prevention Program works with our Social Worker to determine if and when to provide grants to applicant households. The Review Committee is composed of a representative of HCA's Board of Directors, a representative of the Town's Council on Aging, and a third member appointed from the community.

In 2013, a Tufts University intern created a database of all HPP applicants and followed up with each grantee household to document how the household moved forward after their participation in the program. This program analysis revealed 18% of grantees responded and of those 95% are still housed and 65% continue to live in the same homes that our grants supported. The results were remarkable, and revealed how successful the program has been since 1991 in stabilizing households for the long term. HCA will continue to update the HPP analysis tracking how many households: inquired, requested assistance, completed the application, were approved, were denied, and have stable housing after receiving the grant.

On March 30th, 2013 HCA, Calvary Church, Somerville Homeless Coalition, Advocacy Network to End Family Homelessness, Promise the Children and Cooperative Metropolitan Ministries facilitated a Forum on ending homelessness. Over 70 people came out on a gray Sunday afternoon to hear speakers and homeless advocates speak on the issues and to learn how to advocate for legislation to alleviate homelessness at the local, state and national levels.



TOWN OF ARLINGTON

MASSACHUSETTS 02476

781 - 316 - 3090

DEPARTMENT OF PLANNING and COMMUNITY DEVELOPMENT

MEMO TO: Adam Chapdelaine, Town Manager
Board of Selectmen

FROM: Carol Kowalski, Director of Planning and Community Development

DATE: January 20, 2015

SUBJECT: CDBG Program Year 40 Performance Report

I am pleased to provide you with an update of program accomplishments for CDBG activities currently underway. The following is a summary of the activities under the direction of the Department of Planning and Community Development.

Façade Improvement Program: An application for SEP (Storefront Enhancement Program) grant funds was submitted in January of 2014 for the property located at 152-60A Massachusetts Ave. The building had a deteriorated wooden frieze extending approximately 5 feet from the roof across the entire exterior of the property. Erected 30 years ago to cover deteriorated original masonry and maintain the structure's water-tightness, this feature had extensive peeling painted surfaces and was no longer waterproof. Combined with failures in the property's roof and window systems, water, wind and other elements were entering the four storefront spaces in the structure in violation of Massachusetts and international building codes.

The property owner proposed a comprehensive \$126,000 rehabilitation program, including \$7,000 in SEP grants (using CDBG funds) for installation of 4 new aluminum/fabric awnings over storefront windows and entrances. A Building Permit was issued for this work, and SEP funds were awarded. The improvements were started in the summer of 2014 and completed by November of 2014. The SEP-funded awnings are helping to maintain the structure's resistance to the elements and have brought the property back into compliance with state and global building standards. To date, all CDBG funds have been paid to the property owner after work was approved by the Town and all contractors/subcontractors were paid.

Open Space and Recreation Plan 2015-2020: CDBG funds were used to contract with an experienced Open Space consulting planner to research updated state open space data, Board of Health data and Americans with Disabilities Act data and to work with Town staff to update open space maps. The consulting planner met with the Open Space Committee and Planner ten times in 2014. The Open Space Plan update is 75% complete. The Plan will then be submitted to the Commonwealth of Massachusetts and will position the Town competitively for parks and open space grant funding.

Planning and Zoning Study: Following the anticipated adoption of the master plan, funds will be used to work with property owners, planning officials and neighborhoods to study possible design and zoning concepts for important areas of the Town and issues identified in the master plan process.

TOWN OF ARLINGTON

Director of Recreation



Joseph J. Connelly

RECREATION DEPARTMENT

To: Board of Selectmen

From: Joe Connelly, Director of Recreation

Date: 12/22/2014

Re: Report of CDBG Allocations

The following is the status report for current projects under the jurisdiction of the Park and Recreation Commission and the Arlington Recreation Department that are being funded through the Community Development Block Grant Program.

Recreation Scholarship Program: The Arlington Recreation Department was awarded \$13,000 to assist in its scholarship program. To date the department has dispersed \$12,317.00 to forty-five individuals and families.

Youth Jobs Program: Arlington Recreation, Fidelity House and the Boys and Girls Club to provide jobs for lower income youth share this allocation. Three individuals participated in the program through the Arlington Recreation Department. The total funding allocated for this program was \$4,000. As of the end of December we have awarded \$1,014.00 to two individuals.

Arlington Youth Hockey Scholarship Program: Arlington received \$5,300 to assist with youth hockey scholarships for the Arlington Hockey Club. This season \$5,288 was allocated to nine individuals.

ADA Accessibility for North Union Spray Park and Playground: Arlington Recreation received \$10,000 to assist with the ADA accessibility of the North Union Spray Park and Playground. This project was completed in August of 2014. Attached is a letter from the Institute of Human Centered Design reviewing the ADA accessibility after the project's completion. The two outstanding items pointed out by the IHCD will be remedied prior to the 2015 season opening.

I can Shine Learn to Bike Program: Arlington Recreation received \$1,992 to assist with this program. This program typically occurs during April school vacation period and therefore no funds have been expended at this time.



ARLINGTON HOME REHABILITATION PROGRAM

20 ACADEMY STREET, SUITE 202
ARLINGTON, MASSACHUSETTS 02476-6401

(781) 316-3436
FAX (781) 641-2103

Memo To: Board of Selectmen
Adam Chapdelaine, Town Manager
Carol Kowalski, Director of Planning & Community Development

From: Jack Jones, Director of Housing & Disability Programs

Date: January 19, 2015

Subject: FY 2015 Status Report for the Arlington Home Rehabilitation Loan Program.

The principal purpose of the Arlington Home Rehabilitation Loan Program (AHRLP) continues to be to provide financial assistance in the form of low interest loans to improve and upgrade the living conditions for low and moderate-income Arlington homeowners of 1-4 family structures that meet general eligibility requirements. In addition to loans technical and contractor procurement services continue to be provided. These services include a home repair survey, work write-ups (a detailed list of all repairs to be done), cost estimates, evaluation of contractor proposals, and inspections of work in process and upon completion. The loans enable the homeowner to make home repairs and to correct violations of existing building code standards that can be detrimental to the health and safety of the occupants.

Many low-income homeowners live in homes in need of major or minor repairs to roofs, chimneys, gutters, foundations, walls, heating systems etc. These conditions present a serious risk to the health and safety of the homeowner. Often low-income homeowners do not have adequate savings and are unable to obtain bank loans to make necessary large-scale repairs. In addition, low-income homeowners that would be able to afford repairs, especially the elderly, worry about shoddy or incomplete work.

When a home in need of repairs receives assistance often other homeowners in the neighborhood will make repairs to their homes, which enhances the appearance and pride of the neighborhood while increasing neighborhood property values and the quality of life in the Town. If necessary repairs are not made neighborhoods often decline which can result in social problems such as littered streets and increased crime.

Since July 2014, the AHRLP has provided five loans that total \$73,280.00 to eligible Arlington homeowners, whose properties needed repairs or improvements. The AHRLP is currently processing an additional four loans that will total approximately \$58,400.00. The nine loans will have provided assistance to twenty-one Arlington residents. The AHRLP expects an increase in loan production when the weather improves this spring.

The Arlington Home Rehabilitation Loan Program appreciates the past support from the Board of Selectmen, Town Manager and the Director of Planning & Community Development and welcomes the opportunity to continue to serve the residents of the Town of Arlington.

COMMISSION ON DISABILITY, TOWN OF ARLINGTON

20 ACADEMY STREET, SUITE 203, ARLINGTON, MASSACHUSETTS 02476-6436 (781) 316-3431



Memo To: Board of Selectmen
Adam Chapdelaine, Town Manager
Carol Kowalski, Director of Planning & Community Development

From: Jack Jones, Director of Housing & Disability Programs

Date: January 19, 2015

Subject: FY 2015 Status Report for the Curb Cut Ramp Project

During the first six months of FY 2015 the Department of Public Works, with the Town's contractor, ERA Equipment Contracting from Ipswich Mass. installed sixty curb cut ramps. The following locations have been completed:

Drake Village & Drake Rd. (4)	Summer St. & Mystic St. (2)	Kimball Rd. & Mystic (2)
Linwood Rd. & Hamilton Rd. (2)	North Union St. & Freemont Ave. (2)	Rhinecliff St. & Valentine Rd. (2)
Summer St. & Brookdale Rd. (2) Victoria Rd. (2) Edgehill Rd. (2)	Winslow St. & Mystic St. (2) AHA (5) Prescott St. (2)	Mystic St. & Rangeley Rd. (2) Farrington St. (2) Glen Ave. (2)
Ridge St. & Edgehill Rd. (3) Stowecroft Rd. (3)	Columbia Rd. & Stowecroft Rd. (7) Mystic St. (2)	Rangeley Rd. & Farrington St. (2) Glen Ave. (2)
Mill St. Mill Brook Dr. (2) 17 Mill St. (1) 24 Mill St. (1) 27 Mill St. (2)		

The Commission on Disability appreciates the past support from the Board of Selectmen, Town Manager and Director of Planning & Community Development and welcomes the opportunity to continue this project until all required curb cut ramps have been installed within the Town.

Community Volunteers in Support of Community Initiatives

Vision 2020 Report on Accomplishments of CDBG Projects January 2015

In the fiscal year covering July 2014 to June 2015, Vision 2020 completed work on the 2014 Town Census Survey and initiated work on the 2015 Town Census Survey that will continue through July 2015. There is always some overlap in the work on consecutive surveys.

The 2014 Town Survey

As has been reported to Town Meeting and posted on the Town website, Vision 2020 received 6,536 responses to the 2014 Town Survey, “Help Shape the Future: Arlington’s Library, Open Spaces, and Household Waste Program.” The surveys were mailed to 19,383 households in Arlington; the return rate was 34%, an outstanding return that was 10% higher than the 2013 return.

The costs associated with the 2014 Survey were printing the survey to mail to each household and copying reports of the preliminary analysis of the results to distribute to Town Meeting in May 2014. All costs were incurred during Fiscal Year 2014, however volunteers often work over the summer to prepare a deeper analysis and full report for publication on the town website.

The 2015 Town Survey

In May 2014, Vision 2020 evaluated survey results from the past few years and the formats of the surveys to determine the most cost-effective approach. The 2014 Survey had been simplified in two ways from previous surveys: it was shorter and only offered in the paper format. The previous three surveys had allowed residents to choose whether to return the paper form or to complete the form online. Since physically scanning the paper surveys is labor intensive, Vision 2020 hoped the online option would lessen volunteer time and simplify reporting. However, three years of results with low online participation indicated that the paper survey format was more useful to the community. At the same time, we realized that a cost-saving decision for Survey 2014 to shorten the format from six pages to four pages could have been related to the increased return rate.

The decision was made to continue using the shorter format for Survey 2015 and continue to print and mail the survey to each household. Eliminating the need to duplicate the work with an online survey helps conserve volunteer resources. The increasing return rate in the past few years encourages Vision 2020 volunteers and provides a valuable tool to assist organizations in town make future plans based on current data.

Participating town groups for the 2015 Survey are the Energy Working Group, Disability Commission, Economic Development Office, Arlington Public Schools, and Arlington Public Art. The survey is titled “Help Shape the Future: Energy, Mobility, Business, Schools, and the Arts.” Each group submitted a number of questions that were evaluated to focus the final questions to yield answers that could be used to inform future work of the department or committee. This survey will capture baseline information such as the number of households that have members with disabilities, how residents that do not have children in the Arlington Public Schools want to receive updates on school issues, and how many residents could be served if the Town was able to attract shared workspace development for people who currently work out of their homes.

The 2015 survey was delivered to the printer in December 2014. It was mailed with the Town Census to 18,910 households the first week of January 2015. At the time of this report, Vision 2020 has received more than 4100 completed surveys.

Currently, Vision 2020 volunteers pick up completed surveys from the Town Clerk’s Office almost daily and review each individual survey for scanning readiness. Joey Glushko of the Town Planning and Community Development Department scans the prepared surveys. Volunteers record all comments written on or included with surveys and send these comments to the appropriate survey group.

Number of Households Receiving Survey/Survey Cost

According to the survey packager, the 2015 survey was mailed to 18,910 Arlington households with the Town Census. The rate of return will be determined by dividing the number of completed surveys returned by March 17, 2015 by this number.

The cost of printing the 2015 4-page survey is not known yet; Puritan Press has not issued a final invoice. Last year the invoice for a nearly identical project was \$2,240.11 and we estimate there may be a modest increase for 2015. Volunteers have already donated significant time to this effort, which will continue through June. The cost of copying the initial report for Town Meeting will be incurred in late April/early May 2015.

Next Steps

From February through June, Vision 2020 will continue or initiate these activities related to the 2015 Survey:

- Collect, prepare, and scan incoming surveys through March 17
- Report comments and trends to survey groups
- Conduct data runs, analyze data and determine what deeper analysis should be done
- Present an initial report on the survey observations at Town Meeting
- Complete data analysis and prepare final report for posting on the Town website
- Prepare individual reports for survey groups if desired
- Write articles on survey observations for The Arlington Advocate
- Make presentations as appropriate



Town of Arlington, Massachusetts

Vote: CDBG Requests for FY2015-2016 Funding

Summary:

Carol Kowalski, Director, Planning & Community Development

ATTACHMENTS:

Type	Description
 Goals	CDBG Funding Applications 2015-2016
 Backup Material	CDBG re-cap and addendum

WARRANT ARTICLE - ANNUAL TOWN MEETING, APRIL 2015
COMMUNITY DEVELOPMENT BLOCK GRANT - PROGRAM YEAR 41 (7/1/15-6/30/16)

		Amount	Compliance with Nat'l Objectives	Town Manager Board of Selectmen
		Requested	24 CFR Section 570.200, 570.201	Approved Budget
REHABILITATION/HOUSING				
1.	Affordable Housing Program	525,000	Benefit low & mod housing	
2.	Arlington Home Improvement Loan Program	350,000	Benefit low & mod housing	
	Total	\$875,000		\$0
PUBLIC SERVICES				
1.	Adult Day Health Center Scholarships	10,000	Benefit low & mod. income	
2.	AHS Athletic Scholarships	13,000	Benefit low & mod. income	
3.	Arlington Youth Consultation Center	25,000	Benefit low & mod. income	
4.	Arlington Youth Hockey Scholarships	5,300	Benefit low & mod. income	
5.	Arlington EATS	6,000	Benefit low & mod. income	
6.	Boys & Girls Club Scholarships	20,000	Benefit low & mod. income	
7.	Code Red-MyDailyCall Program	1,250	Benefit low & mod. income	
8.	Dial-A-Ride Transportation Program	73,999	Benefit low & mod. income	
9.	Food Link, Inc	17,500	Benefit low & mod. income	
10.	Fifth Grade Science Camp Scholarships	17,160	Benefit low & mod. income	
11.	Jobs, Jobs, Jobs Program	14,000	Benefit low & mod. income	
12.	Ican Shine Learn to Bike Program	2,000	Benefit low & mod. income	
13.	Lifeline Subsidy Program	1,200	Benefit low & mod. income	
14.	Menotomy Manor Homework Support Program	6,000	Benefit low & mod. income	
15.	Menotomy Manor Outreach Program - Fidelity House	18,000	Benefit low & mod. income	
16.	Recreation Program Scholarships	13,000	Benefit low & mod. income	
17.	Volunteer Services Coordinator	53,530	Benefit low & mod. income	
	Total	\$296,939		\$0
PUBLIC FACILITIES AND IMPROVEMENTS				
1.	ADA Comp Program-Curb Cuts	150,000	Benefit low & mod. income	
2.	ADA Park Improvements	23,170	Benefit low & mod. income	
3.	Façade Improvement Program	25,000	Historic Preservation-Spot Blight	
	Total	\$198,170		\$0
PLANNING				
1.	Planning & Zoning Study	75,000	Exempt Activity	
2.	Planner	20,000	Program Support Activity	
3.	Senior Planner	20,000	Program Support Activity	
4.	Vision 2020 (Community Volunteers -Initiatives)	3,000	Exempt Activity	
	Total	118,000		\$0
ADMINISTRATION				
1.	General Administration	20,000	Program Support Activity	
2.	Grants Administrator (Salary + Benefits)	86,960	Program Support Activity	
	Total	\$106,960		\$0
TOTAL ALL REQUESTS		\$1,595,069		\$0

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

Agency & Project Summary Information

Legal Name of Agency/Organization: Vision 2020

Address: Town of Arlington, Dept. of Planning and Community Development

Telephone No. 781-316-3093 **Fax No.** 781-316-3112

E-Mail: juli@brazile.net jglushko@town.arlington.ma.us

Project Title: Community Volunteers in Support of Community Initiatives

Amount of Funding Requested \$ 3,000

Project Description: The Vision 2020 Standing Committee and its nine Task Groups have, since the 1990's, worked collaboratively with Town leadership to formulate and implement long-range planning for Arlington's future. Goals adopted by Arlington's Town Meeting and goals listed in the Master Plan guide the work of Vision 2020 volunteers as they engage with residents and town leadership to address topics of special concern to the community.

A key tool used by Vision 2020 is an annual insert to the Town Census mailing. Either an informational piece or a survey is mailed to every household along with the Town Census, making it possible for every resident to express their opinion on receive updates about important Town issues. This opportunity to educate the community and provide feedback from residents to town leaders contributes to civic engagement. Early regular financial support via the CDBG program made these surveys and other community activities possible; the community survey has been seen as an annual "event" in which town departments and organizations hope to participate. Occasionally residents propose inclusion of topics about which they are particularly concerned.

Survey results help identify important issues and guide the Board of Selectmen, Town Manager, Town and School departments as well as other departments and committees in developing policy. Early planning for the 2016 project has begun and possible topics have been proposed. The funding will enable the annual mailings to continue.

Project Eligibility

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☐ **Low/Moderate Income Area Benefit:** the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons.

☐ **Low/Moderate Income Clientele:** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the **Bureau of Census' Current Population Reports** definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.

☐ **Low/Moderate Housing:** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

☐ **Slum or Blighted Area:** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

☐ **Spot Blight:** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

☒ The project contributes to the planning, policy-management and capacity building for the community as described in detail under Title 24: Part 570 subpart C, Section 205.

Primary Beneficiary of Project

- ☐ Homeless Individuals
- ☐ At-Risk Children & Youth
- ☐ Elderly Individuals
- ☐ Individuals with Disabilities
- ☐ Low and Moderate Income Area
- ☒ Other (please specify) Planning and resident participation activities

Program Funding

Identify and list amount of prior year Federal and/or State funding

Source	Amount	Funding Period
CDBG Funds	\$3400	Fiscal Year 2014-2015

Identify other funding sources (non-federal/private)

Source	Amount	Funding Period
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Target Population

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

The entire Town is the survey population, the recipient of findings from the survey, and the beneficiary of any changes made because of survey recommendations

Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents.

Yes, all clients will be residents of Arlington.

Service Need

What need will be met by providing the proposed service to the community and the target population?

1. Provides Community access to governance and long range planning in Arlington
2. Broadens communication to and within the Community, creating compromise *where* needed, and consensus to move forward.
3. Educates residents about topics addressed in the survey so they will be informed about community issues and will understand why their experiences and opinions are important in shaping Arlington's future.
4. Advances Town Meeting approved goals for the Community as voted in 1992-93.
5. Encourages a wider cross-section of residents to engage in innovative thinking and problem solving, outside of the traditional boundaries of public forums and discussions.

What are the short-term goals and objectives for the contract period?

The Vision 2020 goal is to monitor community hopes and concerns, to focus on the selected key issues which arise, and encourage broad resident participation in developing strategies to respond to the issues identified.

The objectives:

The objective of the 2016 mailing is to solicit community groups and leaders for topics; present a fact-based short overview of the topic; formulate survey questions to elicit the extent of concern/support of the topic; review strategies for resolving/addressing the topic(s); develop a survey for public response, and collate the responses; produce a summary report for Town leadership and the community, reflecting the community response(s) on the topic; present primary findings at Town Meeting and other venues, publish them in The Arlington Advocate and on the Town website.

How will the target population be reached?

A paper document is printed and mailed with the Town's Annual Census to solicit resident input to Town questions or communicate information about issues we face as a community. Data from the survey are analyzed, reported and distributed widely and published in the Town's Annual Report and in the Arlington Advocate. Copies are held in the Robbins Library; an electronic copy is posted on the Town Website. Presentations are made to Town Meeting and other Town groups.

How will client eligibility be documented?

The survey is distributed to every household in the community as determined by the Town Clerk; approximately 18,910 households in 2015.

How will the project be managed and staffed?

The project is supported entirely by volunteers led by the Vision 2020 Standing Committee. Every year volunteers donate approximately 500+ hours of time covering survey development through the final report. Based on Independent Sector's estimated 2013 average national volunteer time hourly rate of \$22.55, the \$11,275 "matching funds" value of Vision 2020 volunteer support exceeds the amount of funding requested. A local business prints the survey. Requested funds will cover the cost of printing the survey and the final report.

What is the timetable for delivery of services?

Topics for 2016 will be developed over the summer, questions refined in October and November, printing in December, and the 2016 Survey will be mailed in early January 2016 along with the Town's Census. Returns received by March 17, 2016 will be summarized for Town Meeting in late April and a final report that may include late responses will be prepared by June and posted on the Town website.

1. Budget Information:

a) Total Costs for the Proposed Activity/Project:

All Cost Items for the Activity/Project <i>(Detail ALL Staff positions, support costs, and other expense items associated with the activity/project.)</i>	Anticipated Costs for FY 2015-2016
Printing costs estimated based on previous year	\$ 2,600
Copying costs for Town Meeting Summary Report	\$400
Total Cost of the Activity/Project →	\$3,000

b) Show only the Cost items to be paid by the CDBG Grant:

Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2015-2016	Amount
As above	\$3,000
Total Amount of this Grant Request for FY 2015-2016 →	\$3,000


c) Total sources of Income for the Proposed Activity, including CDBG funding:

All Sources of Income for this Activity/Project in FY 2015-2016 <i>(for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)</i>	Anticipated Amount from Each Source
Amount of this C.D.B.G. grant request (Same as total of 1.b.) →	\$3,000
Total Funding for the Activity/Project →	\$3,000

CERTIFICATION

I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE.

Signature



Title Chair, Vision 2020 Standing Committee

Name Juli Brazile

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

Agency & Project Summary Information

Legal Name of Agency/Organization: Arlington Council on Aging

Address: 27 Maple Street, Arlington, MA 02476

Telephone No. 781-316-3400 Fax No. 781-316-3409

E-Mail: scarp@town.arlington.ma.us

Project Title: Transportation and Volunteer Coordinator (28 hours)

Amount of Funding Requested \$53,530

Project Description: Transportation and Volunteer Coordinator

The Council on Aging's Transportation Coordinator/Supervisor of Volunteers position was created in 1990 by action of the Board of Selectmen. The Coordinator/Supervisor has a dual role – coordinating the agency's transportation program and recruiting, training and supervising the agency's many volunteers.

TRANSPORTATION COORDINATOR: The duties of the Council on Aging's Transportation Coordinator include supervising van drivers, assigning daily van routes and client lists, managing additions and cancellations, maintaining radio communication with vans on the road, coordinating rides through the Medical Escort program, managing the Sanborn cancer transportation program, overseeing the Dial-a-ride Taxi Program and formulating monthly reports, billing, and statistics.

COA Van transportation services, has a ridership over 200. Those individuals utilize the family of services such as the VAN, Dial-a-Ride Taxi, Medical Escort, and Sanborn for 11,538 collective rides.

SUPERVISOR OF VOLUNTEERS: Engaging seniors in civic responsibilities keeps individuals active in their community and more likely to age in place. Promoting civic engagement is a part of the aging initiatives through the Executive Office of Elder Affairs. The Council on Aging has more than two hundred twelve (212) volunteers who provide various services to seniors throughout the community. There are many COA programs that would not exist without the involvement of COA volunteers: Friendly Visitors, Tax Abatement Assistance, Fuel Assistance, Medical Escorts, Benefit Check Up, Office Assistants, LINKS Program, Thanksgiving Home-Delivered Meal Program, and others are supported primarily through the efforts of volunteers. Yearly, these individuals give on excess of 8,847 hours of service through such programs annually. If they were to be paid at an average rate of \$8, this represents a savings of more than \$70,776 to the Town. It is the responsibility of the Supervisor of Volunteers to recruit, train and supervise these volunteers.

Project Eligibility

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☐ **Low/Moderate Income Area Benefit:** the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons.

☒ **Low/Moderate Income Clientele:** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the **Bureau of Census' Current Population Reports** definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.

☐ **Low/Moderate Housing:** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

☐ **Slum or Blighted Area:** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

☐ **Spot Blight:** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Primary Beneficiary of Project

- ☐ Homeless Individuals
- ☐ At-Risk Children & Youth
- ☒ Elderly Individuals
- ☒ Individuals with Disabilities
- ☐ Low and Moderate Income Area
- ☐ Other (please specify)

Program Funding

Identify and list amount of **prior** year Federal and/or State funding

Source	Amount	Funding Period
CDBG	\$55,000	FY15
National Senior Network (Federal Program for Older Workers)	\$600	FY15

Identify **other** funding sources (non-federal/private)

Source	Amount	Funding Period
Harry Barber Program	\$750	FY15

Target Population

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

The program serves residents of Arlington, 60 years of age and older.

Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents.

Only Arlington seniors age 60 years of age or older will have access to the transportation services.

Individuals who choose to volunteer for the Council on Aging are primarily Arlington residents, however there are roughly 5% from surrounding communities that want civic engagement in the town of Arlington. There are no age restrictions on COA volunteers.

Service Need

What need will be met by providing the proposed service to the community and the target population?

Through the Transportation Program seniors and the disabled will be able to access the community and its services at a reasonable cost for shopping, personal errands, socialization, work, medical appointments, volunteering, education, etc.

Through the Volunteer Program seniors will receive rides to medical appointments, get assistance with health insurance issues, link up with youth in their neighborhood for leaf-raking and snow-shoveling assistance, apply for property tax abatements from the Town, receive home visits to mitigate isolation and loneliness, etc. In addition, many of the Council on Aging's volunteers are seniors or disabled persons and as volunteers they benefit themselves by utilizing skills in service to others.

Engaging older adults in civic engagement is a mutual benefit for the health and well-being of the senior and for the Town of Arlington.

What are the short-term goals and objectives for the contract period?

How will the target population be reached?

Transportation: The target population is reached in a number of ways; word of mouth, monthly newsletter, social work staff in/outside of the COA, flyers for programs, newsletter, community cable programming, by seeing the COA van throughout Arlington.

How will client eligibility be documented?

The Transportation client will complete a CDBG Client Beneficiary Form that will be maintained in a locked file.

All Volunteers complete an application and are CORI'ed and are interviewed by the Volunteer Coordinator and the Executive Director for appropriate placement. Volunteers are given job descriptions and supervision. The COA Volunteers record hours "worked" and that information is reported to the Executive Office of Elder Affairs as well as to any grantor.

How will the project be managed and staffed?

The Transportation and Volunteer Coordinator will perform most functions within 28 hours/week. The Intake and Referral Specialist, COA Social Worker, COA Administrative Staff, and the Executive Director will assume the 7 hours/week of operations that exceed funding for this position. Additionally, volunteers are trained to assume appropriately assigned duties.

What is the timetable for delivery of services?

Ongoing

1. Budget Information:

a) Total Costs for the Proposed Activity/Project:

All Cost Items for the Activity/Project (Detail ALL Staff positions, support costs, and other expense items associated with the activity/project.)	Anticipated Costs for FY 2015-2016
Intake and Referral Specialist	\$2,592
Social Worker	\$1,014
Admin Assistant	\$3,220
Harry Barber Participant	\$750
Executive Director	\$3,936
Full Time Van Driver serves as back up scheduler	\$800
Transportation and Volunteer Coordinator	\$53,530
Total Cost of the Activity/Project →	\$65,842

b) Show only the Cost items to be paid by the CDBG Grant:

Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2015-2016	Amount
Transportation and Volunteer Coordinator	\$53,530
Total Amount of this Grant Request for FY 2015-2016 →	\$53,530

c) Total sources of Income for the Proposed Activity, including CDBG funding:

All Sources of Income for this Activity/Project in FY 2015-2016 <i>(for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)</i>	Anticipated Amount from Each Source
Amount of this C.D.B.G. grant request (Same as total of 1.b.) →	\$53,530
Total Sum of Staff Salaries listed in 1 (a)	\$12,312
Total Funding for the Activity/Project →	\$65,842

CERTIFICATION

I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE.

Signature *Susan R. Carp*

Title *Executive Director*

Name *Susan R. Carp, MS*

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

Agency & Project Summary Information

Legal Name of Agency/Organization:

Town of Arlington Housing & Disability Program Office

Address:

20 Academy Street
Arlington, Ma. 02476

Telephone No.

781-316-3431

Fax No.

781-641-2103

E-Mail:

jjones@town.arlington.ma.us

Project Title:

Arlington Home Rehabilitation Loan Program

Amount of Funding Requested

\$ 350,000.00

Project Description:

Funding for the Arlington Home Rehabilitation Loan Program (AHRLP) will improve and upgrade the living conditions for low and moderate-income homeowners of 1-4 family structures by providing financial assistance in the form of low interest and deferred loans. Loans will enable homeowners to make necessary home repairs and to correct violations of existing building code standards that could be detrimental to the health and safety of the occupants. The AHRLP staff will prepare a detailed list of all repairs to be done, obtain cost estimates and evaluate these estimates with the homeowner. The AHRLP inspects work in process and upon completion to ensure that all work has been performed in accordance with work specifications. Funding for the AHRLP will make housing more affordable for existing Arlington homeowners many of who are long-term residents of the Town.

Project Eligibility

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☐ **Low/Moderate Income Area Benefit:** the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons.

☒ **Low/Moderate Income Clientele:** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the **Bureau of Census' Current Population Reports** definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.

☒ **Low/Moderate Housing:** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

☐ **Slum or Blighted Area:** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

☒ **Spot Blight:** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Primary Beneficiary of Project

- ☐ Homeless Individuals
- ☒ At-Risk Children & Youth
- ☒ Elderly Individuals
- ☒ Individuals with Disabilities
- ☒ Low and Moderate Income Area
- ☐ Other (please specify)

Program Funding

Identify and list amount of *prior* year Federal and/or State funding

Source	Amount	Funding Period
CDBG	\$250,000.00	07/01/15 – 06/30/16

Identify other funding sources (non-federal/private)

Source	Amount	Funding Period
--------	--------	----------------

N/A

Target Population

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

The target population is low and low-moderate income Arlington homeowners of 1-4 family structures.

Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents.

All recipients of services will be Arlington residents.

Service Need

What need will be met by providing the proposed service to the community and the target population?

The proposed service will improve and upgrade the living conditions of the target population by enabling this population to make necessary home repairs.

What are the short-term goals and objectives for the contract period?

The FY 2016 goals will be to provide low interest loans for home improvements that will improve the living condition for approximately twenty Arlington households.

How will the target population be reached?

The target population will be reached by press releases in the Arlington Advocate and by contacting local social service and elderly programs.

How will client eligibility be documented?

Income documentation will be included in the applicant's file that accounts for each member of an applicant's household. Income documentation represents at least the most recent ninety days of income preceding the date of application.

How will the project be managed and staffed?

The project will be staffed with a Housing Specialist and an Intake / Outreach worker. These positions are shared with other Town programs.

What is the timetable for delivery of services?

The timetable for delivery of services is from July 1, 2015 through June 30, 2016.

1. Budget Information:

a) Total Costs for the Proposed Activity/Project:

All Cost Items for the Activity/Project (Detail <u>ALL</u> Staff positions, support costs, and other expense items associated with the activity/project.)	Anticipated Costs for FY 2015-2016
Program Support Costs	\$80,427
Material & Labor for Home Improvement Repairs	\$269,573
Total Cost of the Activity/Project →	\$350,000

b) Show only the Cost items to be paid by the CDBG Grant:

Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2015-2016	Amount
Material & labor costs for Home Improvements = \$269,573	
Wages Mike DiNicola \$74,096 x 50% = \$ 37,048	
Gail Waitkunas \$64,097 x 50% = \$ 32,049	
Health Ins. Mike DiNicola \$16,072 x 50% = \$ 8,036	
Gail Waitkunas \$ 6,587 x 50% = \$ 3,294	
Total Amount of this Grant Request for FY 2015-2016 →	\$350,000

c) Total sources of Income for the Proposed Activity, including CDBG funding:

All Sources of Income for this Activity/Project in FY 2015-2016 (for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)	Anticipated Amount from Each Source
Amount of this C.D.B.G. grant request (Same as total of 1.b.) →	\$350,000
Total Funding for the Activity/Project →	\$350,000

CERTIFICATION

I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE.

Signature



Name

Jack Jones

Title

Director of Housing & Disability Programs

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

Agency & Project Summary Information

Legal Name of Agency/Organization: Town of Arlington Recreation

Address: 422 Summer Street, Arlington, MA 02474

Telephone No. 781-316-3880

Fax No. 781-641-5495

E-Mail: jconnelly@town.arlington.ma.us

Project Title: Scholarships

Amount of Funding Requested \$13,000

Project Description:

Scholarships for seasonal Arlington Recreation youth programs.

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016

Project Eligibility

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☐ **Low/Moderate Income Area Benefit:** the project/activity meets the needs of persons residing in an area where at least 51% of the residents are low or moderate income persons.

☒ **Low/Moderate Income Clientele:** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the **Bureau of Census' Current Population Reports** definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.

☐ **Low/Moderate Housing:** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

☐ **Slum or Blighted Area:** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

☐ **Spot Blight:** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016

Primary Beneficiary of Project

- ☐ Homeless Individuals
- ☐ At-Risk Children & Youth
- ☐ Elderly Individuals
- ☐ Individuals with Disabilities
- X Low and Moderate Income Area
- ☐ Other (please specify)

Program Funding

Identify and list amount of prior year Federal and/or State funding

Source	Amount	Funding Period
CDBG	\$13,000	7/1/14 – 6/30/15

Identify other funding sources (non-federal/private)

Source	Amount	Funding Period
NA		

Target Population

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

The scholarship applicants must meet specific income guidelines set by the CDBG program.

Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents.

Yes

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

Service Need

What need will be met by providing the proposed service to the community and the target population?

These programs give to those who may not be able to afford recreational programs the opportunity to participate in the programs.

What are the short-term goals and objectives for the contract period?

To enable as many children as possible to participate in an Arlington Recreation programs.

How will the target population be reached?

Advertisement is done through the Arlington Public Schools and household mailing through the Recreation Department brochure.

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

How will client eligibility be documented?

The applications will be kept on file which will include a verification of income.

How will the project be managed and staffed?

The program is coordinated and run with current Recreation Department administrative staff.

What is the timetable for delivery of services?

The program year would begin in July 2015 and run through June 2016.

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

1. Budget Information:

a) Total Costs for the Proposed Activity/Project:

All Cost Items for the Activity/Project <i>(Detail ALL Staff positions, support costs, and other expense items associated with the activity/project.)</i>	Anticipated Costs for FY2015-2016
Program Re-imbursements	\$13,000
Total Cost of the Activity/Project →	\$13,000

b) Show only the Cost items to be paid by the CDBG Grant:

Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2015-2016	Amount
Same as above	\$13,000
Total Amount of this Grant Request for FY2015-2016 →	\$13,000

c) Total sources of Income for the Proposed Activity, including CDBG funding:

All Sources of Income for this Activity/Project in FY2015-2016 <i>(for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)</i>	Anticipated Amount from Each Source
Amount of this C.D.B.G. grant request (Same as total of 1.b.) →	\$13,000
Total Funding for the Service →	\$13,000

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

CERTIFICATION

*I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION
IS TRUE AND ACCURATE.*

Signature

Title

Name

Federal ID#

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

Agency & Project Summary Information

Legal Name of Agency/Organization: Town of Arlington Recreation

Address: 422 Summer Street, Arlington, MA 02474

Telephone No. 781-316-3880

Fax No. 781-641-5495

E-Mail: jconnelly@town.arlington.ma.us

Project Title: Jobs, Jobs, Jobs program

Amount of Funding Requested \$4,000

Project Description:

Seasonal jobs for Arlington youth.

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016

Project Eligibility

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☐ **Low/Moderate Income Area Benefit:** the project/activity meets the needs of persons residing in an area where at least 51% of the residents are low or moderate income persons.

☒ **Low/Moderate Income Clientele:** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the **Bureau of Census' Current Population Reports** definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.

☐ **Low/Moderate Housing:** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

☐ **Slum or Blighted Area:** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

☐ **Spot Blight:** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

Primary Beneficiary of Project

- ☐ Homeless Individuals
- ☐ At-Risk Children & Youth
- ☐ Elderly Individuals
- ☐ Individuals with Disabilities
- X Low and Moderate Income Area
- ☐ Other (please specify)

Program Funding

Identify and list amount of prior year Federal and/or State funding

Source	Amount	Funding Period
CDBG	\$4,000	7/1/14 – 6/30/15

Identify other funding sources (non-federal/private)

Source	Amount	Funding Period
NA		

Target Population

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

The scholarship/job applicants must meet specific income guidelines set by the CDBG program.

Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents.

Yes

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

Service Need

What need will be met by providing the proposed service to the community and the target population?

Jobs will be given to youth who meet the CDBG guidelines. We find that it helps us be able to hire more youth in the summer months and it gives the youth a good summer/first job experience.

What are the short-term goals and objectives for the contract period?

To enable as many youth as possible to participate in an Arlington Recreation jobs programs.

How will the target population be reached?

Advertisement is done through the Arlington Public Schools and household mailing through the Recreation Department brochure.

How will client eligibility be documented?

The applications will be kept on file which will include a verification of income.

How will the project be managed and staffed?

The program is coordinated and run with current Recreation Department administrative staff.

What is the timetable for delivery of services?

The program year would begin in July 2015 and run through June 2016.

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016

1. Budget Information:

a) Total Costs for the Proposed Activity/Project:

All Cost Items for the Activity/Project <i>(Detail <u>ALL</u> Staff positions, support costs, and other expense items associated with the activity/project.)</i>	Anticipated Costs for FY2015-2016
Program Re-imbursements	\$4,000
Total Cost of the Activity/Project →	\$4,000

b) Show only the Cost items to be paid by the CDBG Grant:

Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2015-2016	Amount
Same as above	\$4,000
Total Amount of this Grant Request for FY2015-2016 →	\$4,000

c) Total sources of Income for the Proposed Activity, including CDBG funding:

All Sources of Income for this Activity/Project in FY2015-2016 <i>(for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)</i>	Anticipated Amount from Each Source
Amount of this C.D.B.G. grant request (Same as total of 1.b.) →	\$4,000
Total Funding for the Service →	\$4,000

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

CERTIFICATION

*I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION
IS TRUE AND ACCURATE.*

Signature

Title

Name

Federal ID#

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

Agency & Project Summary Information

Legal Name of Agency/Organization: Town of Arlington Recreation

Address: 422 Summer Street, Arlington, MA 02474

Telephone No. 781-316-3880

Fax No. 781-641-5495

E-Mail: jconnelly@town.arlington.ma.us

Project Title: ADA Accessibility Upgrades – Buck Field, Cutter Park, Hills Hill Field

Amount of Funding Requested \$23,170

Project Description:

The Town of Arlington and the Parks and Recreation Commission completed an ADA self assessment of all properties under the Park Commission jurisdiction. The Commission is currently prioritizing the recommendations. The total estimated cost of the upgrades is \$1,346,035. Some upgrades will be completed within the yearly approved capital improvement projects. The requested amount would enable us to upgrade smaller projects not currently in the capital plan. This would include Buck Field for \$8,200, Hills Hill Field for \$6,000, and Cutter Park for \$8,970. Improvements will be made to the approach and entrance, access to the facility and access to elements with the facilities.

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016

Project Eligibility

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☐ **Low/Moderate Income Area Benefit:** the project/activity meets the needs of persons residing in an area where at least 51% of the residents are low or moderate income persons.

☒ **Low/Moderate Income Clientele:** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the **Bureau of Census' Current Population Reports** definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.

☐ **Low/Moderate Housing:** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

☐ **Slum or Blighted Area:** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

☐ **Spot Blight:** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

Primary Beneficiary of Project

- ☐ Homeless Individuals
☐ At-Risk Children & Youth
☐ Elderly Individuals
X Individuals with Disabilities
X Low and Moderate Income Area
☐ Other (please specify)

Program Funding

Identify and list amount of prior year Federal and/or State funding

Source	Amount	Funding Period
Capital Program	\$50,000	7/1/14 – 6/30/15

Identify other funding sources (non-federal/private)

Source	Amount	Funding Period
NA		

Target Population

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

The entire Arlington Community will be served by completing this project.

Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents.

Both Arlington residents and non-residents will benefit.

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

Service Need

What need will be met by providing the proposed service to the community and the target population?

The facility will become accessible to all residents and non-residents that would like to enjoy the park.

What are the short-term goals and objectives for the contract period?

To have the facility be accessible to all.

How will the target population be reached?

Advertisement is done through the Arlington Public Schools and household mailing through the Recreation Department brochure.

How will client eligibility be documented?

The facilities will meet ADA requirements.

How will the project be managed and staffed?

The program is coordinated and run with current Recreation Department administrative staff.

What is the timetable for delivery of services?

The construction would begin in July 2015 and run through June 2016.

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016

1. Budget Information:

a) Total Costs for the Proposed Activity/Project:

All Cost Items for the Activity/Project <i>(Detail <u>ALL</u> Staff positions, support costs, and other expense items associated with the activity/project.)</i>	Anticipated Costs for FY2015-2016
ADA required upgrades	\$23,170
Total Cost of the Activity/Project →	\$23,100

b) Show only the Cost items to be paid by the CDBG Grant:

Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2015-2016	Amount
Same as above	\$23,170
Total Amount of this Grant Request for FY2015-2016 →	\$23,170

c) Total sources of Income for the Proposed Activity, including CDBG funding:

All Sources of Income for this Activity/Project in FY2015-2016 <i>(for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)</i>	Anticipated Amount from Each Source
Amount of this C.D.B.G. grant request (Same as total of 1.b.) →	\$23,170
Total Funding for the Service →	\$23,170

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

CERTIFICATION

*I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION
IS TRUE AND ACCURATE.*

Signature

Title

Name

Federal ID#



TOWN OF ARLINGTON

MASSACHUSETTS 02476

781 - 316 - 3090

DEPARTMENT OF PLANNING and COMMUNITY DEVELOPMENT

MEMO TO: Adam Chapdelaine, Town Manager
Board of Selectmen

FROM: Carol Kowalski, Director of Planning and Community Development

DATE: January 20, 2015

SUBJECT: CDBG Program Year 41 – Request for Funds

On behalf of the Department of Planning and Community Development, I am pleased to submit to you the following requests for Community Development Block Grant (CDBG) funds for the program year July 1, 2015 through June 30, 2016.

Public Facilities & Improvements

Façade Improvement Program – This is a request for **\$25,000** to fund the façade restoration/rehabilitation on commercial buildings.

Planning

Planners – This is a request for **\$40,000** to fund a portion of the salary and fringe benefits of the Planner and Assistant Director/Housing Director planning work. Duties and responsibilities involve data gathering, comprehensive planning, affordable housing planning and working with neighborhood residents on zoning and design studies.

Planning & Zoning Studies – This is to request **\$75,000** for costs related to zoning studies, area design guidelines, and neighborhood input on area studies.

Administration

Grants Administrator – This is a request for **\$86,960** to fund the salary and fringe benefits of the Grants Administrator position. This staff person is responsible for the daily financial administration of the CDBG program and coordination of grant activities with program directors. The Grants Administrator is also responsible for maintaining all records and completing the reporting requirements of the CDBG program as required by HUD.

General Administration – This is a request for **\$20,000** for administrative costs related to overall program management, coordination, monitoring, and evaluation as well as the Town's share of consortium related professional service fees.

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

Agency & Project Summary Information

Legal Name of Agency/Organization: Operation Success Learning Center

Address: 45 Fremont Court

Telephone No.: 781-710-5309 **Fax No.** N/A

E-Mail: jmaguire924@hotmail.com
jmaguire@arlington.k12.ma.us

Project Title: Operation Success Learning Center

Amount of Funding Requested: \$6000.00

Project Description:

Homework Center located in Menotomy Manor at 45 Fremont Court which is a subsidized housing development in Arlington. The Center services students from 6th grade through college that reside in Menotomy Manor. The Center offers support with academic support as well as offer cultural events, and social/emotional workshops. The hours are 7:00-8:30 Monday through Thursday evenings during the academic school year.

Project Eligibility

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

X ☐ Low/Moderate Income Area Benefit: the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons.

X ☐ Low/Moderate Income Clientele: the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the **Bureau of Census' Current Population Reports** definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.

☐ Low/Moderate Housing: The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

☐ **Slum or Blighted Area:** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

☐ **Spot Blight:** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Primary Beneficiary of Project

- ☐ Homeless Individuals
☒ At-Risk Children & Youth
☐ Elderly Individuals
☒ Individuals with Disabilities
☒ Low and Moderate Income Area
☐ Other (please specify)

Program Funding

Identify and list amount of prior year Federal and/or State funding

Source	Amount	Funding Period
CDBG	\$6000.00	2014/2015

Identify other funding sources (non-federal/private)

Source	Amount	Funding Period
--------	--------	----------------

Target Population

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

There are 34 children between the ages of 11 and 18.

Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents.

- YES

Service Need

What need will be met by providing the proposed service to the community and the target population?

The need of providing a free, accessible, safe, and nurturing environment to receive academic assistance by highly qualified citizens and teachers.

What are the short-term goals and objectives for the contract period?

- **To offer volunteer academic assistance throughout the school year Monday through Thursday evenings from 7:00-8:30 pm**
- **Staffed by qualified teachers and citizens**
- **To offer technology services in order to complete expected homework**
- **Offer MCAS tutorials during the year**
- **To be able to provide the participants with educational and cultural experiences outside of the homework center**

How will the target population be reached?

- **Obtain resident list from Housing Department and cross check it with middle and high school list**
- **Distribute open-house pamphlets to resident households**
- **Open House for parents and student participant**
- **Periodic meetings throughout the year.**

How will client eligibility be documented?

- **Client eligibility is documented through Arlington Housing Authority lists and Arlington Public School lists**

How will the project be managed and staffed?

Operation Success is staffed by one supervisor and three to four adult volunteers Monday through Thursday nights.

What is the timetable for delivery of services?

- **Open Success follows the Arlington Public School calendar and is opened Monday through Thursday evenings from 7:00-8:30 pm**

1. Budget Information:

a) Total Costs for the Proposed Activity/Project:

Staff Positions	\$0.00
Computer/printer supplies: cartridges, toner, paper	\$1700.00
Backpacks	\$1000.00
Supplies: cleaning, paper, pens, pencils, markers, etc.	\$2100.00
Summer Reading Books	\$250.00
Parent outreach/student group nights	\$500.00
Holiday Party for students	\$350.00
End of year party for students	\$350.00
Cultural events per year	\$600.00
Total:	\$6850.00

b) Show only the Cost items to be paid by the CDBG Grant:

1. Backpacks	\$1000.00
2. Supplies- Computer and physical supplies	\$3800.00
3. Summer Reading Books	\$250.00
4. Outreach/parent and student	\$500.00
Total	\$5550.00

c) Total sources of Income for the Proposed Activity, including CDBG funding:

Amount of this C.D.B.G. grant request (Same as total of 1.b.) →	\$5550.00

CERTIFICATION

I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE.

Signature

Title: Co-Directors/ Operation Success Learning Center

Name Janet Maguire
Peggy Regan

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

Agency & Project Summary Information

Legal Name of Agency/Organization: Arlington Council on Aging

Address: 27 Maple Street

Telephone No. 781-316-3400 **Fax No.** 781-316-3409

E-Mail: scarp@town.arlington.ma.us

Project Title: Life Line Services

Amount of Funding Requested \$1,200

Project Description: Life Line Services in collaboration through a community Partner, Mt. Auburn Hospital provides a low cost method of offering Life Line services, which provides 24 hour monitoring while the senior is at home. If referred by the Council on Aging, Mt. Auburn will absorb the cost of the installation saving the senior \$50.

Project Eligibility

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

X Low/Moderate Income Area Benefit: the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons.

X Low/Moderate Income Clientele: the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the **Bureau of Census' Current Population Reports** definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.

☐ **Low/Moderate Housing:** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

☐ **Slum or Blighted Area:** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

☐ **Spot Blight:** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Primary Beneficiary of Project

- ☐ Homeless Individuals
- ☐ At-Risk Children & Youth
- x Elderly Individuals
- x Individuals with Disabilities
- ☐ Low and Moderate Income Area
- ☐ Other (please specify)

Program Funding

Identify and list amount of **prior** year Federal and/or State funding

Source	Amount	Funding Period
CDBG	\$1,200	FY15

Identify **other** funding sources (non-federal/private)

Source	Amount	Funding Period
MT. Auburn	\$200 (activation fee)	FY15
Widow's Fund	\$360	FY15

Target Population

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

The target population are those Arlington residents that are 60 years and older. Moreover, these residents are identified as frail with multiple health issues, living alone or almost always alone that would warrant this type of service.

Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents.

Only Residents of Arlington that are 60 years of age and older

Service Need

What need will be met by providing the proposed service to the community and the target population?

The frail elderly Arlington senior will know that emergency assistance is close at hand, if unable to reach the phone to dial 911. This service supports the concept of aging in place, even when living alone with one or more health issues.

What are the short-term goals and objectives for the contract period?

To provide a safety measure for those who live alone and/or are frail and subject to significant health issues and/or falls.

How will the target population be reached?

Target population will be reached via Social Work contact, COA monthly newsletter, Community Cable programming and periodic notices in the Arlington Advocate

How will client eligibility be documented?

Eligibility will be documented using the CDBG Client Beneficiary Form.

How will the project be managed and staffed?

Target population will be primarily identified through Social Work staff or Intake and Referral Specialist. Executive Director will approve all items. Mt. Auburn, via a partnership with the COA, will refer to Lifeline and establish connectivity. Mt. Auburn sends monthly bills to the COA for review, approval, and payment.

If the Sevoyan Personal Needs funds will be used in conjunction with the payment to Mt. Auburn, the Executive Director will approve all transactions.

What is the timetable for delivery of services?

Ongoing as needs are identified

1. Budget Information:

a) Total Costs for the Proposed Activity/Project:

All Cost Items for the Activity/Project (Detail <u>ALL</u> Staff positions, support costs, and other expense items associated with the activity/project.)	Anticipated Costs for FY 2015-2016
Social Work	\$80
Intake and Referral	\$60
Executive Director	\$80
Admin Asst to process payment	\$70
Monthly Fee paid to Mt Auburn @ \$30 pp -	\$1,200
Total Cost of the Activity/Project →	\$1,490

b) Show only the Cost items to be paid by the CDBG Grant:

Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2015-2016	Amount
No staffing expense will be allocated for this grant request	\$0
Total Amount Paid to Mt Auburn for Monthly Fee of Lifeline	\$1,200
Total Amount of this Grant Request for FY 2015-2016 →	\$1,200

c) Total sources of Income for the Proposed Activity, including CDBG funding:

All Sources of Income for this Activity/Project in FY 2015-2016 <i>(for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)</i>	Anticipated Amount from Each Source
Amount of this C.D.B.G. grant request (Same as total of 1.b.) →	\$1,200
Sevoyan Personal Needs – 8 @ \$210/each subsidy for FY16	\$1,680
(In FY16 Sevoyan Personal Needs will supplement the CDBG Grant to Provide more seniors this invaluable resource)	
In Kind – Mt. Auburn to absorb \$50 connection fee (8)	\$200
Total Funding for the Activity/Project →	\$3,080

CERTIFICATION

I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE.

Signature *Susan R. Carp* **Title** *Executive Director*

Name *Susan R. Carp, m.s.*

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

Agency & Project Summary Information

Legal Name of Agency/Organization: Town of Arlington Recreation

Address: 422 Summer Street, Arlington, MA 02474

Telephone No. 781-316-3880

Fax No. 781-641-5495

E-Mail: jconnelly@town.arlington.ma.us

Project Title: Ican Shine Learn to Bike Program

Amount of Funding Requested \$2,000

Project Description:

iCan Bike programs are for people with disabilities ages eight and up. The vast majority of people with disabilities never experience the thrill of independently riding a two-wheel bicycle during their lifetime. Research shows that over 80% of people with Autism and 90% of people with Down syndrome never learn to ride a two-wheel bicycle. Defying these odds is why I Can Shine exists!

Their adapted iCan Bike program resulted from more than twenty years of research by Dr. Richard E. Klein, a mechanical engineering professor, and his students at the University of Illinois at Urbana-Champaign. Dr. Klein retired from his academic career at the University of Illinois in 1998 and held the first bike camp in 1999 in LaCrosse, WI.

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

Project Eligibility

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☐ **Low/Moderate Income Area Benefit:** the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons.

☒ **Low/Moderate Income Clientele:** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the **Bureau of Census' Current Population Reports** definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.

☐ **Low/Moderate Housing:** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

☐ **Slum or Blighted Area:** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

☐ **Spot Blight:** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

Primary Beneficiary of Project

- ☐ Homeless Individuals
☐ At-Risk Children & Youth
☐ Elderly Individuals
☒ Individuals with Disabilities
☐ Low and Moderate Income Area
☐ Other (please specify)

Program Funding

Identify and list amount of prior year Federal and/or State funding

Source	Amount	Funding Period
CDBG	\$1,992	7/1/14 -6/30/15

Identify other funding sources (non-federal/private)

Source	Amount	Funding Period
NA		

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

Target Population

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

Participants are riders who are children 8 years and up, as well as teens and adults, who have a diagnosed disability but are able to walk without assistive devices.

Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents.

Both Arlington residents and non-residents will be eligible to register for the program. Arlington residents will be given first priority.

Service Need

What need will be met by providing the proposed service to the community and the target population?

I Can Shine bike uses adapted bicycles, a specialized instructional program and trained staff to enable individuals with disabilities to learn to ride a two-wheel bicycle.

What are the short-term goals and objectives for the contract period?

Same as above.

How will the target population be reached?

Advertisement is done through the Arlington Public Schools and household mailing through the Recreation Department brochure.

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

How will client eligibility be documented?

The program information will be kept at the Arlington Recreation Department

How will the project be managed and staffed?

The program is coordinated and run with current Recreation Department administrative staff and community volunteers.

What is the timetable for delivery of services?

The program will be held during the 2016 April school vacation.

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

1. Budget Information:

a) Total Costs for the Proposed Activity/Project:

All Cost Items for the Activity/Project <i>(Detail ALL Staff positions, support costs, and other expense items associated with the activity/project.)</i>	Anticipated Costs for FY2015-2016
Professional Services ICan Shine Staff	\$9,900
Facility Rental	\$2,750
T-shirts for staff and participants	\$900
Trophies for participants	\$100
Office Supplies	\$100
Total Cost of the Activity/Project →	\$13,750

b) Show only the Cost items to be paid by the CDBG Grant:

Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2015-2016	Amount
Professional Services ICan Shine Staff	\$9,900
Total Amount of this Grant Request for FY2015-2016 →	\$2,000

c) Total sources of Income for the Proposed Activity, including CDBG funding:

All Sources of Income for this Activity/Project in FY2015-2016 <i>(for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)</i>	Anticipated Amount from Each Source
Amount of this C.D.B.G. grant request (Same as total of 1.b.) →	\$2,000
Fees	\$7,900
Total Funding for the Service →	\$9,900

CERTIFICATION

*I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION
IS TRUE AND ACCURATE.*

Signature

Title

Name

Federal ID#

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

Agency & Project Summary Information

Legal Name of Agency/Organization: Town of Arlington Recreation

Address: 422 Summer Street, Arlington, MA 02474

Telephone No. 781-316-3880

Fax No. 781-641-5495

E-Mail: jconnelly@town.arlington.ma.us

Project Title: Hockey Scholarships

Amount of Funding Requested \$5,300

Project Description:

Scholarships for participants in the youth hockey program who meet the required financial guidelines.

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016

Project Eligibility

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☐ **Low/Moderate Income Area Benefit:** the project/activity meets the needs of persons residing in an area where at least 51% of the residents are low or moderate income persons.

☒ **Low/Moderate Income Clientele:** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the **Bureau of Census' Current Population Reports** definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.

☐ **Low/Moderate Housing:** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

☐ **Slum or Blighted Area:** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

☐ **Spot Blight:** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016

Primary Beneficiary of Project

- ☐ Homeless Individuals
- ☐ At-Risk Children & Youth
- ☐ Elderly Individuals
- ☐ Individuals with Disabilities
- X Low and Moderate Income Area
- ☐ Other (please specify)

Program Funding

Identify and list amount of prior year Federal and/or State funding

Source	Amount	Funding Period
CDBG	\$5,300	7/1/14 – 6/30/15

Identify other funding sources (non-federal/private)

Source	Amount	Funding Period
--------	--------	----------------

NA

Target Population

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

The scholarship applicants must meet specific income guidelines set by the CDBG program.

Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents.

Yes

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

Service Need

What need will be met by providing the proposed service to the community and the target population?

These programs give to those who may not be able to afford youth hockey programs the opportunity to participate.

What are the short-term goals and objectives for the contract period?

To enable as many children to participate in Arlington Youth Hockey as possible.

How will the target population be reached?

Advertisement is done through the Arlington Public Schools and household mailing through the Recreation Department brochure. The Arlington Youth Hockey Club also advertises on their website and registration material.

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

How will client eligibility be documented?

The applications will be kept on file which will include a verification of income.

How will the project be managed and staffed?

The program is coordinated and run with current Recreation Department administrative staff.

What is the timetable for delivery of services?

The program year would begin in July 2015 and run through June 2016.

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

1. Budget Information:

a) Total Costs for the Proposed Activity/Project:

All Cost Items for the Activity/Project <i>(Detail <u>ALL</u> Staff positions, support costs, and other expense items associated with the activity/project.)</i>	Anticipated Costs for FY2015-2016
Hockey Program Re-imbursements	\$5,300
Total Cost of the Activity/Project →	\$5,300

b) Show only the Cost items to be paid by the CDBG Grant:

Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2015-2016	Amount
Same as above	\$5,300
Total Amount of this Grant Request for FY2015-2016 →	\$5,300

c) Total sources of Income for the Proposed Activity, including CDBG funding:

All Sources of Income for this Activity/Project in FY2015-2016 <i>(for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)</i>	Anticipated Amount from Each Source
Amount of this C.D.B.G. grant request (Same as total of 1.b.) →	\$5,300
Total Funding for the Service →	\$5,300

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

CERTIFICATION

*I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION
IS TRUE AND ACCURATE.*

Signature

Title

Name

Federal ID#

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

Agency & Project Summary Information

Legal Name of Agency/Organization: Food Link, Inc.

Address: Mailing address: 32 Oldham Rd., Arlington, MA 02474

Telephone Number: 781-641-0041 **Fax No.:** none

E-Mail: FoodLinkMA@gmail.com

Project Title: AHA Food Distribution Project

Amount of Funding Requested: \$17,500

Project Description:

Food Link Background Information

Food Link, a 501(c)(3) organization, began in April 2012 as the Food Recovery Project with a mission to alleviate hunger locally by collecting donated, good quality, nutritious food and distributing it to organizations serving people in need. In April 2012, the volunteers consisted of the two cofounders who, in April 2012, collected and distributed about 150 boxes of bread mostly to the housing facilities operated by the Arlington Housing Authority.

As of January 2015, there are 55+ volunteers collecting and distributing over 1,200 boxes of donated, good quality, nutritious food each month. Approximately 80% of the food and effort benefit low-income residents of the Town of Arlington, including residents of Arlington Housing Authority facilities, and participants of the Arlington Food Pantry, Arlington EATS program and Arlington Boys & Girls Club . The remaining 20% benefit low-income residents of other Greater Boston communities. Food donors include Whole Foods Market, Trader Joe's, Panera Bread, Russo's and Bagelville.

The program continues to be heavily reliant on the two cofounders. The model, as it has been in the past, is not sustainable for the long term. However, Food Link's cofounders and board of directors are making changes. Food Link's 2015 operating

budget of approximately \$48,000 includes funds for operating a van, staffing, and outreach in order for it to operate for the long term. Food Link's capital budget of approximately \$15,000 includes funds for a used van. The program has relied heavily on donated time and coordination. The wear and tear on vans and the cost of fuel have been borne by its volunteers. While it is anticipated that this program continues to rely primarily on volunteer participation, it needs administrative and transportation costs covered from grants and donations. Through fundraising efforts in 2014, Food Link has received sufficient donations to hire a volunteer coordinator.

Food Link's efforts have shown tremendous promise and impact to low-income residents in Arlington. Because of Food Link, the Arlington Food Pantry is able to provide ample food, including fresh produce and meat, at its satellite location twice per month. Food Link delivers produce and bread twice per week to each of the five low-income housing facilities operated by the Arlington Housing Authority, enabling residents, with limited transportation options, to have available good quality, nutritious food. This has been happening for close to three years. Food Link operates seven days per week.

Project Description

Provide at least two deliveries per week of produce and bread to the following Arlington low-income facilities:

- Drake Village
- Cusack Terrace
- Winslow Tower
- Chestnut Manor
- Menotomy Manor

Provide at least three deliveries per week to the participants of the Minuteman Senior Services Congregate Dining program at the Central School (Arlington Senior Center).

Project Eligibility

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

X Low/Moderate Income Area Benefit: the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons.

☒ **Low/Moderate Income Clientele:** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the **Bureau of Census' Current Population Reports** definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.

☐ **Low/Moderate Housing:** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

☐ **Slum or Blighted Area:** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

☐ **Spot Blight:** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Primary Beneficiary of Project

☐ Homeless Individuals

☐ At-Risk Children & Youth

☒ Elderly Individuals

☒ Individuals with Disabilities

☒ Low and Moderate Income Area

☐ Other (please specify)

Program Funding

Identify and list amount of *prior* year Federal and/or State funding

Source	Amount	Funding Period
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NONE

Identify *other* funding sources (non-federal/private)

Source	Amount	Funding Period
Delivery Fees	\$ 2,600	7/1/14 - 12/31/14
Donations	\$13,500	1/1/14 - 12/31/14

Target Population

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

Low income elderly, disabled and families living in facilities operated by the Arlington Housing Authority (AHA). Public housing is for low-income households with incomes not higher than 80% of the Area Median Income for Arlington.

For Seniors (age 60+ and the disabled)

- Drake Village (216 units)
- Cusack Terrace (67 units)
- Winslow Tower (132 units)
- Chestnut Manor (100 units)
- Minuteman Senior Services – Congregate Dining (Central School / Sr. Center location) (30 seniors)

For Families:

- Menotomy Manor (179 units)

Estimated total population served is 1,000.

Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents.

YES

Service Need

What need will be met by providing the proposed service to the community and the target population?

Good quality, nutritious food, that helps maintain health, will be provided to the target population. This provides health benefits in a number of ways: 1) offering a wide variety of produce - fruits, vegetables, and salads, which helps to maintain a well-balanced diet 2) offset food costs thus providing money for other items such as medicine, clothing, phone and utilities and 3) community building by engaging residents to work collaboratively in food sorting and distribution.

What are the short-term goals and objectives for the contract period?

Provide good quality, nutritious food at least twice per week per residence community and at least three times per week to the Minuteman Senior Services Congregate Dining program (Central School / Senior Center location).

How will the target population be reached?

The target population will be reached as the food deliveries are made directly to the resident facilities and to congregate dining area of the Central School / Senior Center.

Below is the list of scheduled deliveries:

Drake Village (Mo, Fr & Su)
Cusack Terrace (Tu & Sa)
Winslow Tower (We & Sa)
Chestnut Manor (Tu & Fr)
Menotomy Manor (Mo, Tu, We)
Minuteman Sr. Services (Mo, We, Th, Fr)

A minimum combined total of 400 boxes of food will be delivered to the above facilities each month. For the grant period this will be a minimum of 4,800 boxes of food. For these purposes a box is considered the size of a standard banana box measuring 15 x 9 x 18 inches. The estimated average retail value of the food contained in each box is \$30 to \$60 per box. The weight of each box is 10 to 30 pounds. The total minimum retail value and weight of the food delivered is \$144,000 and 48,000 pounds respectively.

How will client eligibility be documented?

Since Food Link will be delivering the food directly to the Arlington Housing Authority (AHA) facilities, Food Link will be relying on AHA's documentation process. Similarly for the food made available to those participating in the Congregate Dining program provided by Minuteman Sr. Services (MSS), Food Link will rely on MSS's eligibility process.

How will the project be managed and staffed?

Food Link's program will be managed through a volunteer coordinator (organize & schedule volunteers; 10 – 12 hours per week), an administrator (manage day-to-day tasks; 10 – 15 hours per week), and a quality control person (monitors and ensures proper food handling; 2 – 4 hours per week). The majority of the work, which includes collecting and delivering the donated food, will be performed by 55+ volunteers (80 hours per week). Approximately 48% of the aforementioned time is for the benefit of the target group for this project / grant request.

Vehicles used for the program currently are personal vehicles of volunteers. Food is boxed and loaded into a volunteer's van and then delivered to the above-named facilities on the days noted. Food Link plans to acquire a van within the next six months. This van would be used to collect and distribute the food donations from Trader Joe's and Whole Foods Market as they are our largest donors.

What is the timetable for delivery of services?

These services are ongoing. The services will be provided on a daily basis (Sunday through Saturday). A minimum of two deliveries will be made each weekday and a minimum of one delivery will be made each weekend day for the duration of the grant period – July 1, 2015 – June 30, 2016.

Budget Information:**a) Total Costs for the Proposed Activity / Project:**

(Detail ALL Staff positions, support costs, and other expense items associated with the activity/project)

All Cost Items for the Activity / Project	Anticipated Cost for FY 2015-2016
Administrator	\$ 6,182
Payroll taxes & benefits	1,700
Volunteer Coordinator	4,041
Quality Control Person	2,377
Van – maintenance, insurance, fuel	3,138
Supplies	856
Bookkeeping/record keeping	1,255
Web & IT costs	<u>951</u>
Total Cost of the Activity/Project	<u>\$20,500</u>

b) Show only the Cost items to be paid by the CDBG Grant:

Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2015-2016

Administrator	\$ 6,182
Payroll taxes & benefits	1,700
Volunteer Coordinator	4,041
Quality Control Person	2,377
Van – maintenance, insurance, fuel	3,138
Supplies	62
Bookkeeping/record keeping	-
Web & IT costs	<u>-</u>
Total Amount of this Grant Request for FY 2015-2016	<u>\$17,500</u>

c) Total sources of Income for the Proposed Activity, including CDBG funding:

(for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)

All Sources of Income for this Activity/Project in FY 2015-2016	Anticipated Amount from Each Source
Amount of this C.D.B.G. grant request (Same as total of 1.b.)	\$17,500
Donations from the community	<u>3,000</u>
Total Funding for the Activity / Project	<u>\$20,500</u>

CERTIFICATION

I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE.

Signature: 

Title: President of Food Link, Inc.

Name: DeAnne Dupont

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

Agency & Project Summary Information

Legal Name of Agency/Organization: Fidelity House

Address: 25 Medford Street, Arlington, MA 02474

Telephone No. 781-648-2005 **Fax No.** 781-648-4604

E-Mail: fidelityhouseordir@hotmail.com, fidelityhouse@fidelityhouse.net

Project Title: Menotomy Manor Outreach Program

Amount of Funding Requested \$18,000

Project Description: Our Menotomy Manor Outreach Program originated to directly address the developmental needs of Arlington's low income youth, offer opportunities, reduce the barriers that prevent participation (i.e. location and financial barriers) and help assimilate them into community wide programs. Menotomy Manor is the name of Arlington's low income housing development. The program includes free transportation to and from Fidelity House, free memberships for the youth, participation in and scholarships for our youth programs, on-site programming, Summer Camperships & free transportation to/from Fidelity House to attend our Summer Day Camp. It is a unique program in Arlington that is able to offer stability, long term benefits and has served well over a thousand children for a sustained period of time since its inception.

Project Eligibility

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☒ **Low/Moderate Income Area Benefit:** the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons.

☐ **Low/Moderate Income Clientele:** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the **Bureau of Census' Current Population Reports** definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.

☐ **Low/Moderate Housing:** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

☐ **Slum or Blighted Area:** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

☐ **Spot Blight:** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Primary Beneficiary of Project

- ☐ Homeless Individuals
- ☒ At-Risk Children & Youth
- ☐ Elderly Individuals
- ☐ Individuals with Disabilities
- ☒ Low and Moderate Income Area
- ☐ Other (please specify)

Program Funding

Identify and list amount of prior year Federal and/or State funding

Source	Amount	Funding Period
CDBG funding	\$14,000	7/1/14- 6/30/15

Identify other funding sources (non-federal/private)

Source	Amount	Funding Period
United Way	\$8,000	7/1/14-6/30/15

Target Population

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

Our client population is the youth, 5-18 years old, that reside in the low/moderate income housing development in Arlington. The adult population that benefit include the parents/legal guardians of those children.

Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents.

All Arlington residents

Service Need

What need will be met by providing the proposed service to the community and the target population?

The need to increase self-reliance and further the social, physical and emotional growth of the individual is universal. This program insures that more youth in our community have the same opportunities for growth, regardless of financial considerations.

What are the short-term goals and objectives for the contract period?

Our Menotomy Manor Outreach Program objectives are to increase both the opportunities and participation of youth that reside at Menotomy Manor, provide prevention/intervention programming that meets the needs of the youth and their families, decrease barriers to participation by providing transportation, be a consistent presence in their developmental years and offer financial assistance year round.

How will the target population be reached?

- 1- Mailing to all residents of Menotomy Manor
- 2- Onsite meetings and program visibility
- 3- Information relayed through current clientele, tenant's association and local school liaisons.
- 4- A yearly onsite meeting

How will client eligibility be documented?

Parent/Guardians provide necessary information via membership forms, financial aid forms (including tax form or public assistance documentation). The Arlington Housing Authority provides financial guidelines that are required for tenants to be eligible to reside at Menotomy Manor.

How will the project be managed and staffed?

The Youth Program Director is responsible for overseeing the administrative, personnel and transportation needs of the Program. The Executive Director reviews all financial data. An adult Outreach Coordinator is responsible for handling the onsite daily requirements for the program with the assistance of college/high school staff.

What is the timetable for delivery of services?

Year round

Summer Camperships and transportation are provided June – August while

Memberships, program financial assistance, transportation and onsite programming are offered September – June.

1. Budget Information:

a) Total Costs for the Proposed Activity/Project:

All Cost Items for the Activity/Project <i>(Detail <u>ALL</u> Staff positions, support costs, and other expense items associated with the activity/project.)</i>	Anticipated Costs for FY 2015-2016
Youth Program Director	\$6,750
Outreach Program Director	\$3,440
Free Memberships and activity scholarships	\$6,000
Summer Day Camp Camperships	\$12,000
Transportation costs to/from Menotomy Manor to Fidelity House	\$3,600
Additional Onsite Youth Supervisors, summer transportation staff	\$1,050
Periodic Mailings	\$360
Supplies for school year onsite program	\$300
Administrative costs	\$3,015
Total Cost of the Activity/Project →	\$36,515

b) Show only the Cost items to be paid by the CDBG Grant:

Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2015-2016	Amount
Free Memberships, Day Care and Program scholarships	\$4,000
Summer Day Camp Scholarships	\$9,000
Transportation costs to/from Fidelity House for the Day Camp & school yr.	\$2,500
Onsite staffing and supplies	\$2,500
Total Amount of this Grant Request for FY 2015-2016 →	\$18,000

c) Total sources of Income for the Proposed Activity, including CDBG funding:

All Sources of Income for this Activity/Project in FY 2015-2016 <i>(for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)</i>	Anticipated Amount from Each Source
Amount of this C.D.B.G. grant request (Same as total of 1.b.) →	\$18,000
United Way	\$8,000
Fidelity House Fundraising (through Flower Sales, Golf Tournament	\$10,515
Annual silent/live auction evening	
Total Funding for the Activity/Project →	\$36,515

CERTIFICATION

I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE.

Signature

Title Youth Program Director

Name Lisa Urben

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

Agency & Project Summary Information

Legal Name of Agency/Organization: Fidelity House

Address: 25 Medford Street, Arlington, MA 02474

Telephone No. 781-648-2005 **Fax No.** 781-648-4604

E-Mail: fidelityhouseordir@hotmail.com ; fidelityhouse@fidelityhouse.net

Project Title: Fidelity House Jobs, Jobs, Jobs

Amount of Funding Requested \$5,000

Project Description: The Jobs, Jobs, Jobs program is designed to employ high school age youth from low to moderate income families. We provide job training and experience working with younger youth which benefits Fidelity House programs by having additional supervision for our 3-14 year old clientele.

Project Eligibility

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☐ **Low/Moderate Income Area Benefit:** the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons.

☒ **Low/Moderate Income Clientele:** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the **Bureau of Census' Current Population Reports** definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.

☐ **Low/Moderate Housing:** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but

is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

☐ **Slum or Blighted Area:** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

☐ **Spot Blight:** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Primary Beneficiary of Project

- ☐ Homeless Individuals
- X At-Risk Children & Youth
- ☐ Elderly Individuals
- ☐ Individuals with Disabilities
- ☐ Low and Moderate Income Area
- ☐ Other (please specify)

Program Funding

Identify and list amount of prior year Federal and/or State funding

Source	Amount	Funding Period
CDBG	\$4,000	2014-2015

Identify other funding sources (non-federal/private)

Source	Amount	Funding Period
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Target Population

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

High school age youth.

Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents.

Yes

Service Need

What need will be met by providing the proposed service to the community and the target population?

Providing jobs/work experience for teens during the summer.

What are the short-term goals and objectives for the contract period?

To provide job opportunities to teens.

How will the target population be reached?

Mailings and relaying of information to local school liaisons.

How will client eligibility be documented?

Via income tax documents or other public assistance documentation.

How will the project be managed and staffed?

The Youth Program Director will oversee the project.

What is the timetable for delivery of services?

Summer months

1. Budget Information:

a) Total Costs for the Proposed Activity/Project:

All Cost Items for the Activity/Project (Detail <u>ALL</u> Staff positions, support costs, and other expense items associated with the activity/project.)	Anticipated Costs for FY 2015-2016
Funds to pay for teen jobs	5,000
Total Cost of the Activity/Project →	5,000

b) Show only the Cost items to be paid by the CDBG Grant:

Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2015-2016	Amount
	5,000
Total Amount of this Grant Request for FY 2015-2016 →	5,000

c) Total sources of Income for the Proposed Activity, including CDBG funding:

All Sources of Income for this Activity/Project in FY 2015-2016 <i>(for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)</i>	Anticipated Amount from Each Source
Amount of this C.D.B.G. grant request (Same as total of 1.b.) →	5,000
Total Funding for the Activity/Project →	5,000

CERTIFICATION

I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE.

Signature

Title Youth Program Director

Name Lisa Urben

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

Agency & Project Summary Information

Legal Name of Agency/Organization: Arlington Council on Aging

Address: 27 Maple Street, Arlington, MA 02476

Telephone No. 781-316-3400 **Fax No.** 781-316-3409

E-Mail: scarp@town.arlington.ma.us

Project Title: Transportation Enterprise Fund

Amount of Funding Requested \$ 73,999

Project Description:

The Council on Aging's Transportation Program is one of the most important services offered to seniors in Arlington. Transportation to medical appointments and local stores and services are an essential part in helping seniors to remain independent and in the community. In addition, transportation to the Senior Center programs affords elders regular contact with others, a shared meal, and new learning experiences that only alleviate isolation but helps to mitigate depression.

The Transportation Program has three components: a subsidized taxi program for use within Arlington, two lift-equipped vans, which primarily transport elders to out of town medical appointments and to the Senior Center, and a Volunteer Medical Escort Service with mileage reimbursement.

The in-town taxi service provides about 110 rides a month, serving 97 registered participants. The Council on Aging acts as an overseer- managing the program but contracting the actual service to a local taxi company. The taxi company is responsible for all expense relating to the running of its fleet, which provides service only within the Town of Arlington, Monday through Saturday.

The van component of the Transportation Program is comprised of two, 9 passenger lift-equipped vehicles. Office staff and volunteers take calls from clients requesting rides and the Van driver and Van Supervisor schedule the trips. Council on Aging drivers, one full-time and one-part time, provide the rides to the Senior Center and the medical appointments. All van-related expenses (driver salaries, maintenance, fuel, repair, purchase of the vans) are the responsibility of the Transportation Enterprise Program. Ride cost to Senior Center: \$1.50 participant fee each way, Ride Cost for Medical rides: \$20 round trip participant fee.

The Medical Escort program utilizes volunteers and the senior pays a \$20 out of town fee as well as tolls and parking. This program is utilized when COA Van transportation is not appropriate for the rider.

Project Eligibility

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☐ **Low/Moderate Income Area Benefit:** the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons.

☒ **Low/Moderate Income Clientele:** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the **Bureau of Census' Current Population Reports** definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.

☐ **Low/Moderate Housing:** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

☐ **Slum or Blighted Area:** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

☐ **Spot Blight:** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Primary Beneficiary of Project

- ☐ Homeless Individuals
- ☐ At-Risk Children & Youth
- x Elderly Individuals
- x Individuals with Disabilities
- ☐ Low and Moderate Income Area
- ☐ Other (please specify)

Program Funding

Identify and list amount of *prior* year Federal and/or State funding

Source	Amount	Funding Period
CDBG	\$40,000	FY15
EOEA	\$200	FY15
Harry Barber Program	\$750	FY15
Town of Arlington	\$30,000	FY15

Identify *other* funding sources (non-federal/private)

Source	Amount	Funding Period
Taxi Tickets	\$11,046 (annualized)	FY15
Van Fees Collected	\$5,800 (annualized)	FY15
Symmes Trust	\$15,000	FY15
Friends of ACOA	\$500	FY15
Volunteers (@ \$15/hr)	\$5,340	FY15

Target Population

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

Arlington residents, 60 years and older, primarily of low-moderate income status; also low and moderate-income disabled resident.

Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents.

All riders will be Arlington residents

Service Need

What need will be met by providing the proposed service to the community and the target population?

Goal 1: To provide transportation for Arlington seniors to medical appointments in order to remove barriers to access to health care to maintain and improve health status.

Goal 2: To provide transportation for Arlington seniors to the Arlington Senior Center to have access to Minuteman Senior Services Meals; a low cost meal option of a \$2 donation.

Goal 3: To provide transportation for Arlington seniors to the Arlington Senior Center to participate in programs intended to increase mental and physical well-being through socialization, exercise, education, nutrition, and volunteer activities.

Goal 4: To provide transportation to help the Arlington senior live a dignified and engaged life in the Town of Arlington for every day errands which also helps local commerce.

What are the short-term goals and objectives for the contract period?

- A. To continue to provide a low cost, accessible transportation option for seniors to engage life in the Town of Arlington. This includes errands, community service, congregate meals, physical activity, social programs, and education.
- B. To continue to evaluate and enhance the much needed transportation program for the seniors in Arlington.
- C. Implement a transportation policy for any individual utilizing the Council on Aging Transportation services.
- D. Evaluate each client in the Dial A Ride Program and the COA Transportation program to determine if they are a qualified referral for the MBTA's, THE RIDE, which would provide another low cost flexible transportation option.

How will the target population be reached?

The Council on Aging utilizes a number of methods to reach the senior population within our mission. A monthly newsletter (3,500 per month) is distributed by mail, specific drop off locations, delivered electronically through the Town website, and available within the Senior Center. In addition, the COA utilizes local cable programming to disseminate information. In our constant outreach efforts, we also network with other agencies to ensure transportation options are discussed.

How will client eligibility be documented?

All riders will complete a CDBG Client Beneficiary form.

How will the project be managed and staffed?

The Council on Aging has an Intake and Referral Specialist, a Van Supervisor (.5), and dedicated volunteers that assist in the marketing, collection of data, and registration for the Dial A Ride program as well as the Council on Aging Van program.

Dial A Ride is based on annual registration. Taxi tickets are purchased at the COA. Once registered and tickets purchased, the client is able to contact the Taxi vendor directly. This enables the department to offer an alternative low income transportation option without carrying the burden of high administrative costs.

The Council on Aging Van Transportation program is managed by paid staff, however new procedures were implemented to include volunteers taking ride information, reducing administrative costs and better utilization of time. Utilizing volunteers help the department address the disparity between a full time van driver and a Van Supervisor that has approximately 17 hours per week for transportation.

The Executive Director must be available to facilitate transportation needs when the staffing level and demands conflict.

What is the timetable for delivery of services?

Ongoing

1. Budget Information:

a) Total Costs for the Proposed Activity/Project:

All Cost Items for the Activity/Project (Detail ALL Staff positions, support costs, and other expense items associated with the activity/project.)	Anticipated Costs for FY 2015-2016
Salaries & Wages (FT Van Driver, PT Intake, PT Van Supervisor)	\$47,499
Longevity	\$700
Uniform	\$400
Expenses	\$11,000
Dial A Ride Taxi	\$20,000
PT Van Drivers to cover additional needs, vacation, and personal time off	\$11,000
Admin Staff to process payments	\$1,400
Total Cost of the Activity/Project →	\$91,999

b) Show only the Cost items to be paid by the CDBG Grant:

Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2015-2016	Amount
Salaries	\$41,899
Longevity	\$700
Uniform	\$400
Taxi Expense	\$20,000
PT Drivers to cover vacations, personal time, and extra hours	\$11,000
Total Amount of this Grant Request for FY 2015-2016 →	\$73,999

c) Total sources of Income for the Proposed Activity, including CDBG funding:

All Sources of Income for this Activity/Project in FY 2015-2016 (for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)	Anticipated Amount from Each Source
Amount of this C.D.B.G. grant request (Same as total of 1.b.) →	\$73,999
COA Transportation Program Fees	\$5,800
Dial A Ride Ticket Fees	\$11,046
Other State Revenue	\$200
Grants	\$15,000
Friends of Arlington COA	\$500
Total Funding for the Activity/Project →	\$106,545

CERTIFICATION

I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE.

Signature *Susan R. Carp*

Title: Executive Director

Name Susan R. Carp, MS

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

Agency & Project Summary Information

Legal Name of Agency/Organization: Arlington Council on Aging

Address: 27 Maple Street, Arlington, MA 02476

Telephone No. 781-316-3400 **Fax No.** 781-316-3409

E-Mail: scarp@town.arlington.ma.us

Project Title: Code Red/My Daily Call (Arlington Cares Daily)

Amount of Funding Requested: \$1,250 (1 year)

Project Description:

CodeRed is the Town's emergency alert system and has been in place for two years. CodeRed, offers an add-on program called MyDailyCall. MyDailyCall, schedules calls to monitor those residents who are most vulnerable or at-risk. In the event the resident does not respond to the attempted calls or requests assistance during a call, emergency personnel are dispatched.

Having a system such as MyDailyCall frees up time that would be spent by COA staff monitoring these residents, and allows COA staff to focus on other programs and services. The \$1,250 funding provides coverage for a one-year contract and provides services for up to 12 residents.

Project Eligibility

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☐ **Low/Moderate Income Area Benefit:** the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons.

X Low/Moderate Income Clientele: the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the **Bureau of Census' Current Population Reports** definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.

☐ **Low/Moderate Housing:** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

☐ **Slum or Blighted Area:** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

☐ **Spot Blight:** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Primary Beneficiary of Project

- ☐ Homeless Individuals
- ☐ At-Risk Children & Youth
- X Elderly Individuals
- X Individuals with Disabilities
- ☐ Low and Moderate Income Area
- ☐ Other (please specify)

Program Funding

Identify and list amount of prior year Federal and/or State funding

Source	Amount	Funding Period
CDBG	\$1,250	FY15

Identify other funding sources (non-federal/private)

Source	Amount	Funding Period
None		

Target Population

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

MyDailyCall is for at-risk or frail Arlington residents who do not have family available to check on them on a daily basis and who are unable to pay for such a service.

Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents.

All participants will be Arlington residents who are 60 years of age and older.

Service Need

What need will be met by providing the proposed service to the community and the target population?

The need for monitoring and emergency response of frail and vulnerable seniors.

What are the short-term goals and objectives for the contract period?

The short term goal is to safely maintain program clients.

How will the target population be reached?

COA staff

How will client eligibility be documented?

Each participant in the program will complete the CDBG Client Beneficiary Form. In addition, each program participant will complete a "My Daily Call" information sheet which is maintained at Arlington Police Dispatch.

How will the project be managed and staffed?

Once the information is input into the system, Arlington Police/Dispatch has the primary contact if there is an incident. Social Work staff and Executive Director will manage the data base for the benefit of the senior utilizing the service.

What is the timetable for delivery of services?

Ongoing

1. Budget Information:

a) Total Costs for the Proposed Activity/Project:

All Cost Items for the Activity/Project (Detail <u>ALL</u> Staff positions, support costs, and other expense items associated with the activity/project.)	Anticipated Costs for FY 2015-2016
Annual Fee for the service	\$1,250
Dispatch/EMS *est	\$1,000
Executive Director	\$120
Social Work	\$80
Total Cost of the Activity/Project →	\$2,450

b) Show only the Cost items to be paid by the CDBG Grant:

Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2015-2016	Amount
Annual Service Fee for the program	\$1,250
Total Amount of this Grant Request for FY 2015-2016 →	\$1,250

c) Total sources of Income for the Proposed Activity, including CDBG funding:

All Sources of Income for this Activity/Project in FY 2015-2016 <i>(for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)</i>	Anticipated Amount from Each Source
Amount of this C.D.B.G. grant request (Same as total of 1.b.) →	\$1,250
Total Funding for the Activity/Project →	\$1,250

CERTIFICATION

I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE.

Signature *Susan R. Carp* **Title** *Executive Director*

Name *Susan R. Carp, M.S.*

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

Agency & Project Summary Information

Legal Name of Agency/Organization: Arlington Boys & Girls Club, Inc.

Address: 60 Pond Lane

Telephone No. 781-648-1617

Fax No. 781-648-5064

E-Mail: dcurran@abgclub.org

Project Title: Boys & Girls Club Scholarships

Amount of Funding Requested \$20,000

Project Description:

The proposed funding will allow the Club to continue serving families who need financial assistance for child care and other programs. Each year becomes increasingly difficult for families to provide care for their children while they are at work. The requested funding will allow the Club to continue to provide top quality child care programs to children and families who need a helping hand. Each family will be required to meet income guidelines. Proof of income will be required.

Project Eligibility

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☐ **Low/Moderate Income Area Benefit:** the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons.

☒ **Low/Moderate Income Clientele:** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the **Bureau of Census' Current Population Reports** definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.

☐ **Low/Moderate Housing:** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

☐ **Slum or Blighted Area:** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

☐ **Spot Blight:** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Primary Beneficiary of Project

- ☐ Homeless Individuals
X ☐ At-Risk Children & Youth
☐ Elderly Individuals
☐ Individuals with Disabilities
☐ Low and Moderate Income Area
☐ Other (please specify)

Program Funding

Identify and list amount of prior year Federal and/or State funding

Source	Amount	Funding Period
CDBG	\$14,500	July 14 – June 15

Identify other funding sources (non-federal/private)

Source	Amount	Funding Period
Donations	\$5,000	July 15 – June 16

Target Population

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

Client population differs year to year. This past year we served 35 families with over 80 children. Families that receive financial assistance from the Club must meet income guidelines. Children who live in public housing receive free or reduced membership.

Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents. Over 90% of clients live in Arlington.

Service Need

What need will be met by providing the proposed service to the community and the target population? Parents/Guardians need a safe place for their children to go and be active. The Club staff prides itself on providing programs/activities that help enhance the lives of children and shape their future. The club offers a broad range of programs in the following five core National Boys & Girls Club program areas: Character and Leadership Development; Education and Career Development; Health and Life Skills; The Arts; and Sports, Fitness and Recreation. All programs are designed to work towards positive outcomes for youth and reinforce necessary life skills. When children are at the Club parents know that their kids are in a safe place and are receiving positive direction from the staff.

What are the short-term goals and objectives for the contract period?

The Club provides many opportunities for families with children who benefit greatly from time spent at the Club. Children come to the Club to participate in many programs; programs such as Swim Lessons, Basketball, Games Room, Teen Room, STEM (Science, Technology, Engineering and Math), the Arts, Learning Center and more. Children also come to the Club to attend ABC Pre-School and the Afterschool Program.

How will the target population be reached?

The Club will reach the target population by working with other youth agencies, schools, Arlington Youth Consultation Center and Department of Children and Families. Other avenues that the Club will take to reach target population will include Facebook, Twitter and Patch, along with the Arlington Advocate and Arlington Shopper. Flyers will also be posted in and around town.

How will client eligibility be documented?

Clients will be required to meet income guidelines provided by CDBG and HUD. Clients will also be required to fill out and complete an application and provide proof of income from the prior year.

How will the project be managed and staffed?

The Club will have a designated staff member assigned to administer this project. This person will be responsible for collecting the necessary information from families seeking financial assistance as well as ensuring that all income criteria is met. All records will be kept in a secure location at the Arlington Boys & Girls Club.

What is the timetable for delivery of services?

Scholarships are granted on a first come first serve basis. Scholarship recipients use funds immediately for programs, usually during the summer months. Membership to the Club lasts for one year.

1. Budget Information:

a) Total Costs for the Proposed Activity/Project:

All Cost Items for the Activity/Project (Detail <u>ALL</u> Staff positions, support costs, and other expense items associated with the activity/project.)	Anticipated Costs for FY 2015-2016
Scholarship Administrator	\$5,000
Support Staff	\$2,000
Scholarships for families	\$20,000
Total Cost of the Activity/Project →	\$27,000

b) Show only the Cost items to be paid by the CDBG Grant:

Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2015-2016	Amount
Scholarships for families	\$20,000
Total Amount of this Grant Request for FY 2015-2016 →	\$20,000

c) Total sources of Income for the Proposed Activity, including CDBG funding:

All Sources of Income for this Activity/Project in FY 2015-2016 <i>(for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)</i>	Anticipated Amount from Each Source
Amount of this C.D.B.G. grant request (Same as total of 1.b.) →	\$20,000
Donations from Individuals	\$5,000
Total Funding for the Activity/Project →	\$25,000

CERTIFICATION

I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE.

Signature



Title

Executive Director

Name

Derek F. Corran

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

Agency & Project Summary Information

Legal Name of Agency/Organization: Arlington Boys & Girls Club, Inc.

Address: 60 Pond Lane

Telephone No. 781-648-1617

Fax No. 781-648-5064

E-Mail: dcurran@abgclub.org

Project Title: Jobs Jobs Jobs Program

Amount of Funding Requested \$ 5,000

Project Description:

The Jobs Jobs Jobs (JJJ program) provides teenage youth with an opportunity to gain valuable work experience. This program will allow for teenage youth to earn their own spending money and perhaps ease the financial burden that is placed on parents/caregivers.

Participants in the JJJ program will be part of our Junior Staff. The staff will provide teenage youth with skills to explore a variety of careers with an emphasis on human services, sense of business awareness, job readiness and employability skills.

The JJJ program participants will provide support to staff for a wide range of activities in the following core program areas (Education and Career Development; Health and Life Skills; The Arts; and Sports, Fitness and Recreation). All programs are designed to produce positive outcomes for youth and reinforce necessary life skills.

Project Eligibility

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☐ **Low/Moderate Income Area Benefit:** the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons.

☒ **Low/Moderate Income Clientele:** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the **Bureau of Census' Current Population Reports** definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.

☐ **Low/Moderate Housing:** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

☐ **Slum or Blighted Area:** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

☐ **Spot Blight:** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Primary Beneficiary of Project

- ☐ Homeless Individuals
☒ At-Risk Children & Youth
☐ Elderly Individuals
☐ Individuals with Disabilities
☐ Low and Moderate Income Area
☐ Other (please specify)

Program Funding

Identify and list amount of prior year Federal and/or State funding

Source	Amount	Funding Period
CDBG	\$4,000	July 14 – June 14

Identify other funding sources (non-federal/private)

Source	Amount	Funding Period
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Target Population

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

Clients ages 14 to 19 whose families meet the income guidelines provided by CDBG and HUD.

Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents. Over 75 % of the clients live in Arlington.

Service Need

What need will be met by providing the proposed service to the community and the target population? The Jobs Jobs Jobs program (JJJ) provides resources and activities to teens ages 14 to 19 that help our Junior Staff to develop leadership, employment skills, and a sense of community responsibility as well as understand the value of a career in helping others.

What are the short-term goals and objectives for the contract period?

To provide our youth with an opportunity to gain work experience in a safe environment. This will allow for teens to work and earn a paycheck which they may not be able to do elsewhere because they are too young, inexperienced, or simply cannot find a job.

How will the target population be reached?

The target population will be reached via the Arlington Boys & Girls Club, local high school guidance departments and AYCC.

How will client eligibility be documented?

Clients (parents/legal guardians of youth workers) must meet income guidelines provided by CDBG and HUD. Clients will be expected to fill out an application and provide proof of income for the prior year. All records will be kept secure at the Arlington Boys & Girls Club.

How will the project be managed and staffed?

The Arlington Boys & Girls Club staff will be responsible for distributing JJJ applications and will distribute applications to those who may be interested and meet eligibility criteria set forth by CDBG and HUD. The Arlington Boys & Girls Club will be responsible for interviewing youth and hiring youth to work for the Club. The Club will be responsible for maintaining accurate records for each teenager it chooses to employ.

What is the timetable for delivery of services?

Delivery of services is usually provided during summer months.

1. Budget Information:

a) Total Costs for the Proposed Activity/Project:

All Cost Items for the Activity/Project <i>(Detail ALL Staff positions, support costs, and other expense items associated with the activity/project.)</i>	Anticipated Costs for FY 2015-2016
Job money for teens	\$5,000
Total Cost of the Activity/Project →	\$5,000

b) Show only the Cost items to be paid by the CDBG Grant:

Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2015-2016	Amount
Job money for teens	\$5,000

Total Amount of this Grant Request for FY 2015-2016 →	\$5,000

c) Total sources of Income for the Proposed Activity, including CDBG funding:

All Sources of Income for this Activity/Project in FY 2015-2016 <i>(for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)</i>	Anticipated Amount from Each Source
Amount of this C.D.B.G. grant request (Same as total of 1.b.) →	\$5,000
Total Funding for the Activity/Project →	\$5,000

CERTIFICATION

I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE.

Signature

Derek F. Curraw

Title

Executive Director

Name

Derek F. Curraw

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

Agency & Project Summary Information

Legal Name of Agency/Organization: Town of Arlington, Arlington Youth Counseling Center

Address: 670R Massachusetts Avenue, Arlington, MA 02476

Telephone No. 781-316-3255

Fax No. 781-316-3261

E-Mail: cleger@town.arlington.ma.us

Project Title: Mental Health Counseling Services- Arlington Youth Counseling Center

Amount of Funding Requested \$25,000

Project Description:

The Arlington Youth Counseling Center (AYCC) is a community-based, mental health counseling center serving children, adolescents and families living in Arlington. As a fully licensed agency, AYCC provides individual, family and group counseling, and psychiatric evaluation, consultation and medication management to clients suffering from a range of issues, including depression, anxiety and stress, family violence, behavioral difficulties, grief and loss, and substance abuse. It is well documented that, left untreated, such issues among children and adolescents are often debilitating. Early identification of childhood mental disorders and effective treatment are essential to preventing adverse consequences, and minimizing long-term disability. However, access to mental health services, particularly for children and adolescents, is grossly insufficient. The delivery of mental health services is often fragmented, and mental health agencies suffer from chronic financial instability due to high operating costs and inadequate reimbursements. In recent years, this has contributed to a sharp decline in the availability of mental health services for children and families, especially those with limited resources. AYCC is truly unique in that it is specifically dedicated to the treatment of community youth and families, *and* it is one of the only facilities in the area that accepts youth with public health insurance. Unlike many mental health agencies, AYCC does not selectively choose clientele based on their ability to pay. There are a number of families at AYCC who are uninsured or underinsured, and many others with private insurance who are unable to afford the high cost of deductibles or copayments. This request will enable AYCC to continue to provide critical mental health services to CDBG eligible families who are unable to afford health insurance deductibles, copayments, or full coverage of counseling and psychiatry sessions due to lapses in insurance coverage.

Project Eligibility

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☐ **Low/Moderate Income Area Benefit:** the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons.

☒ **Low/Moderate Income Clientele:** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the **Bureau of Census' Current Population Reports** definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.

☐ **Low/Moderate Housing:** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

☐ **Slum or Blighted Area:** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

☐ **Spot Blight:** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Primary Beneficiary of Project

- ☐ Homeless Individuals
- ☒ At-Risk Children & Youth
- ☐ Elderly Individuals
- ☒ Individuals with Disabilities
- ☐ Low and Moderate Income Area
- ☐ Other (please specify)

Program Funding

Identify and list amount of prior year Federal and/or State funding

Source	Amount	Funding Period
CDBG	\$17,500	7/1/2014-6/30/2015
State-DMH	\$112,000	7/1/2014-6/30/2015

Identify other funding sources (non-federal/private)

Source	Amount	Funding Period
Symmes Foundation	\$15,000	7/1/2014-6/30/2015
Health Insurance Reimbursements	\$200,000	7/01/14-6/30/15
Client Copayments	\$30,000	7/01/14-6/30/15
Donations	\$50,000	7/01/14-6/30/15
School Contract	\$60,000	7/01/14-6/30/15
Town of Arlington	\$120,000	7/01/14-6/30/15

Target Population

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

There are 249 active clients at AYCC representing over 210 families. Of these clients, 37% are children (12 and under), 44% are adolescents (13-19), and 19% are adults (20 and older). 53% of clients identify as female, and 47% as male. Roughly, 55% of AYCC clients are CDBG eligible.

Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents.

All clients are residents of Arlington.

Service Need

What need will be met by providing the proposed service to the community and the target population?

AYCC provides much needed mental health counseling, treatment and support to families in Arlington, especially those with limited resources. Currently, there are no other mental health counseling centers in the area available to serve low and moderate income children and families. Funding will be used to pay for health insurance copayments, insurance deductibles and for uninsured sessions for CDBG-eligible families who are unable to pay. Without this source of funding, many low and moderate income families would be unable to access critical mental health services due to overwhelming financial constraints. Many children who are struggling with anxiety, depression or other mental and behavioral disorders would otherwise go untreated, resulting in detrimental individual and societal costs, and perpetuating the cycle of poverty for many. In addition to direct counseling, the clinicians can refer clients to the Case Manager (funded elsewhere in the budget) to assist with applications for housing, food stamps and health insurance.

What are the short-term goals and objectives for the contract period?

Goal	Objective 1	Objective 2	Objective 3
<u>Goal 1:</u> Low and moderate income youth and families will have immediate access to mental health counseling services and treatment.	Intake assessment will be done within three days of client first contact.	Client will be assigned to clinician within 7 days of intake assessment.	A regular review will be conducted to determine that there is a sufficient number of clinicians available to serve community.
<u>Goal 2:</u> Clients on MassHealth will be evaluated regularly to determine behavioral health needs and strengths.	Child and Adolescent Needs and Strengths (CANS) assessment will be conducted by clinician as mandated by MassHealth at first session.	A treatment plan will be put in place based upon CANS information that will best treat client.	A review of CANS will be conducted every 6 months to ensure progress.

How will the target population be reached?

The target population is reached through the school and police referrals, housing authority referrals, courts, churches, hospitals and local physicians. The agency has an established network of agencies that regularly refer at-risk youth and families that are unable to access services elsewhere as a result of inability to pay. Many area counseling centers do not accept families that are on Mass Health or have long waiting lists that do not accommodate families in need of immediate assistance.

How will client eligibility be documented?

Client eligibility is determined and documented through an application process which requires copies of income tax returns from prior years, as well as general income verification methods. A separate file is kept on each client that receives CDBG funding.

How will the project be managed and staffed?

The program is managed by the Executive Director of AYCC. The program is staffed by Town salaried staff, including a psychiatrist, psychologist and two licensed clinical social workers, as well as 17 additional fee-for-service clinicians who are licensed clinical social workers, licensed mental health clinicians.

What is the timetable for delivery of services?

Services will be provided from July 1, 2015 through June 30, 2016.

1. Budget Information:

a) Total Costs for the Proposed Activity/Project:

All Cost Items for the Activity/Project <i>(Detail ALL Staff positions, support costs, and other expense items associated with the activity/project.)</i>	Anticipated Costs for FY 2015-2016
Salaries and wages	\$366,419
Fee for service clinicians	\$212,500
Agency expenses	\$17,100
Total Cost of the Activity/Project →	\$596,019

b) Show only the Cost items to be paid by the CDBG Grant:

Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2015-2016	Amount
Co-payments for CDBG eligible clients	\$7,000
Entire session for CDBG eligible clients who are uninsured at time of service	\$18,000
Total Amount of this Grant Request for FY 2015-2016 →	\$25,000

c) Total sources of Income for the Proposed Activity, including CDBG funding:

All Sources of Income for this Activity/Project in FY 2015-2016 <i>(for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)</i>	Anticipated Amount from Each Source
Amount of this C.D.B.G. grant request (Same as total of 1.b.) →	\$25,000
Grants (Federal Drug Free Communities, and Symmes)	\$25,000
Insurance Reimbursements and copayments	\$292,000
Town of Arlington	\$120,000
Donations	\$95,000
School Contract	\$40,000
Total Funding for the Activity/Project →	\$597,000

CERTIFICATION

I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE.

Signature



Title: *Executive Director of AYCC*

Name: *Colleen P. Leger*

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016

Agency & Project Summary Information

Legal Name of Agency/Organization: Arlington EATS (Eat All Through Summer)

Address: c/o The Thompson School, 187 Everett Street, Arlington, MA 02474

Telephone No. 857-205-5215(Susan Stewart); 617-365-4877 (Lauren Ledger)

Fax No. 781-316-1419 (Thompson School)

E-Mail: info@arlington-eats.org

Website: www.arlington-eats.org

Project Title: Arlington EATS: (Vacation Lunch Program)
Feeding Arlington Students in Need When School is Out

Amount of Funding Requested \$6,000

Project Description (summary): There are over 500 students in Arlington who receive free and reduced price-lunch when school is in session. During weekends, school vacation weeks and over the summer vacation, these students do not have access to those meals. Arlington EATS addresses the need for supplemental food when school is not in session by doing the following:

- Offering lunch 4 days a week during the summer and over school vacation weeks
- Sending home fresh fruit, vegetables and other staples in our Weekend Food Bags, available year-round
- Having snacks available for any student who is hungry during the school day

The CDBG would help us grow our summer lunch program so we can help an even greater number of qualifying Arlington students.

Project Description (detail): Arlington EATS was founded in May 2014 to address a gap in the food safety net for Arlington students. We have known for decades that a student who is hungry in the classroom cannot thrive and focus on education. For this reason, the federal National School Lunch Program (NSLP) was created in 1946 and supplemented by the federal School Breakfast Program (SBP) piloted twenty years later. For the 180 days per year that school is typically in session, low-income students in grades K through 12 receive nutritious meals at school for little or no cost through these programs.

But what about the rest of the time? *Hunger doesn't take a vacation.* Weekends, school vacation weeks, and especially the long summer break deprive low-income students of this much-needed school-based meal. Nationwide, over 20 million children receive free or reduced-price lunch each school day, but fewer than half of them get breakfast, and only 10% have access to summer feeding sites. Historically there have been no sponsored summer feeding sites in Arlington. Arlington students have needed to access summer food programs in Somerville or Cambridge to replace the 50 lunches each student would be receiving at no cost, if school were in session.

We know that hunger and food insecurity exist in Arlington, as demonstrated by the increasing usage of Arlington Food Pantry services and consistent registration of over 500 students for the free and reduced-price meal program. For families facing incremental decreases in SNAP program benefits and other federal and state assistance programs, the need for supplemental food is most pronounced when school is not in session.

Arlington EATS fills this gap by providing nutritious food on weekends, school vacation weeks and during the summer vacation.

February and April School Vacation Weeks

During February and April school vacations in 2014, Arlington EATS provided 270 free student meals (at a cost of \$5 per meal by purchasing through the school Food Service) for eight out of the ten vacation days.

Summer Vacation

In the summer of 2014, what began as a small pilot project quickly grew into a substantial program. For seven weeks of summer vacation, Arlington EATS provided a total of 2,875 free student meals (at a cost of approximately \$1.50 per meal) operating on four out of five days in each week. Arlington EATS assembled a team of nearly 80 volunteers to shop for, make and distribute lunches at the Thompson school.

Since some of our participants were attending summer programs at Arlington Boys & Girls Club or Fidelity House, Arlington EATS granted funding to those sites to feed campers lunch and snack, as appropriate. This effort provided approximately 1,200 additional student summer meals.

Among more than two dozen community partners, several were especially active in supplying our summer program: Food Link, Arlington Food Pantry, Whole Foods, Roslindale Food Bank, Food for Free, Beaujolais Catering, My Brother's Place, and Zocalo Restaurant.

Weekends

In addition, summer Weekend Food Bags were provided for up to 25 families each week at no cost to the recipients or Arlington EATS. The Weekend Food Bag program

continued into the fall of 2014-2015 thanks to four community food drives, individual food donations, and our partnerships with Arlington Food Pantry, Food Link, and Food for Free. These bags of food always include many fresh fruits and vegetables, replacement meals for breakfast and lunch (eggs, bread, milk, cereal, etc) as well as shelf-stable items that are typically found at food pantries.

In this program, between 1,800 and 2,000 free student meals—including enough supplies to feed the whole family—were provided to up to 45 families (often representing more than one student per household) for 12 weeks. Once again, we were able to obtain and distribute this food inexpensively (at a cost ranging from zero to \$10 per bag) because of our network of donors and volunteers.

Snacks

Finally, between 200 and 250 free nutritious snacks are provided to students weekly. These include fresh fruit, granola bars, cheese sticks, yogurt and the surprisingly popular roasted seaweed squares!

While the main goal of Arlington EATS is to feed students when school is not in session, we've found that there are a number of other tangible benefits resulting from our efforts. When we expand our view to evaluate the entire organization, Arlington EATS has four prongs to its mission:

- 1) To ensure that no Arlington child goes hungry when school is not in session
- 2) To provide a supportive and inclusive community to those in Arlington who struggle with food insecurity
- 3) To reduce waste of edible food that would otherwise be thrown away
- 4) To offer children and adult volunteers/donors in Arlington an easy way to give back to their community

We believe the key to our success is our ability to bring together multiple material and human resources in an efficient and effective way. We can make even the smallest donations impactful. As little as \$8 will replace the breakfast and lunch that a student typically receives at school, over the 2 days of a weekend and \$20 will replace those meals for the 5 days of a school vacation week. However, combined with community donations and deliveries from food rescue programs, we can often provide this food for even less.

Although Arlington EATS is a young organization, we have already established a track record of success. Families report that they are thankful that they don't have to make a decision between buying healthy food for their children and paying their utility bills. Teachers report that they are seeing fewer behavioral problems and seeing greater concentration by students during the school day. Our volunteers and donors report that they feel like they are connected to their community in a way that they have never been before. Arlington EATS is thrilled to help facilitate these changes and would be grateful for any financial support that the Town of Arlington CDBG may be able to give.

Project Eligibility

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☒ **Low/Moderate Income Area Benefit:** the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons.

☐ **Low/Moderate Income Clientele:** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the **Bureau of Census' Current Population Reports** definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.

☐ **Low/Moderate Housing:** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

☐ **Slum or Blighted Area:** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

☐ **Spot Blight:** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Primary Beneficiary of Project

- ☐ Homeless Individuals
- ☒ At-Risk Children & Youth
- ☐ Elderly Individuals
- ☐ Individuals with Disabilities
- ☒ Low and Moderate Income Area
- ☐ Other (please specify)

Program Funding

Identify and list amount of ***prior*** year Federal and/or State funding

Source	Amount	Funding Period
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Arlington EATS is in its first full year of operation. No direct federal or state funding has been received to date.

Identify other funding sources (non-federal/private)

Source	Amount	Funding Period
Cash from community donors and fundraisers	\$15,660	May 2014 - present
Gifts in Kind	difficult to quantify*	May 2014 - present

*From the start of Arlington EATS operations, we have received weekly donations of food items in great quantity through Food Link, Food for Free, Whole foods, the Arlington Food Pantry and food drives conducted around the community. While we have begun in recent months to document the type and volume of material food donations, we regret that we do not have the records to accurately estimate the market value of these donations. We have received and passed along thousands of pounds of food over the last 8 months.

Target Population

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

The target client population for Arlington EATS is the 11% of Arlington students who qualify for the Federal Free and Reduced-price lunch program through the public schools, although others in the family also benefit from our programs.

(More on Federal Income Eligibility here:

<http://www.fns.usda.gov/sites/default/files/2014-04788.pdf>)

INCOME ELIGIBILITY GUIDELINES
(Effective from July 1, 2014 to June 30, 2015)

Household size	Federal poverty guidelines—100%					Reduced price meals—185%				
	Annual	Monthly	Twice-monthly	Bi-weekly	Weekly	Annual	Monthly	Twice-monthly	Bi-weekly	Weekly
48 Contiguous States, D.C., Guam and Territories										
1	\$11,670	\$973	\$487	\$449	\$225	\$21,590	\$1,800	\$900	\$831	\$416
2	15,730	1,311	656	605	303	29,101	2,426	1,213	1,120	560
3	19,790	1,650	825	762	381	36,612	3,051	1,526	1,409	705
4	23,850	1,988	994	918	459	44,123	3,677	1,839	1,698	849
5	27,910	2,326	1,163	1,074	537	51,634	4,303	2,152	1,986	993
6	31,970	2,665	1,333	1,230	615	59,145	4,929	2,465	2,275	1,138
7	36,030	3,003	1,502	1,386	693	66,656	5,555	2,778	2,564	1,282
8	40,090	3,341	1,671	1,542	771	74,167	6,181	3,091	2,853	1,427
Each add'l family member add	+ 4,060	+ 339	+ 170	+ 157	+ 79	+ 7,511	+ 626	+ 313	+ 289	+ 145

District-wide, approximately 11% of students qualify for free and reduced-priced meals (over 500 students), with a significantly higher percentage present at the Thompson School (28% of students qualify). The Thompson School district includes Census blocs with some of the

lowest household incomes in Arlington. Residents of Menotomy Manor must meet federal guidelines for housing eligibility and include disabled individuals. While Arlington EATS has focused our efforts in the Thompson School district for our first year, we are also providing snacks and Weekend Food Bags for 6 students who attend the Dallin school. In addition, we have established volunteer contacts at all of the Arlington schools and look forward to expanding our reach in the near future.

Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents.

All clients are residents of Arlington.

Service Need

What need will be met by providing the proposed service to the community and the target population?

The purpose of Arlington EATS is to provide meals to students in need when school is not in session. Arlington EATS is fortunate to work with the Arlington Food Pantry, with whom we collaborate closely and share a reporting structure through the Arlington Health and Human Services Charitable Corporation 501(c)3. However the two organizations take a slightly different approach to the problem of hunger. Arlington EATS focuses solely on replacing meals that students miss out on when school is not in session. This well-defined mission allows us to meet the needs of our focused clientele in a familiar and comfortable setting--their school. Students, regardless of potential household insecurities and inconsistencies, can rely on the predictability of knowing where their next meal is coming from. By helping the children, we also have a conduit to the other members of the household and we supply food to them through the Weekend Food Bag program.

In addition, Arlington EATS provides a "second harvest" for donated food that might otherwise go uneaten. Approximately 40% of food (about \$165 billion worth) is thrown out in the United States every year. All of this uneaten food could feed 25 million Americans. Arlington EATS helps local businesses reduce their waste stream while giving back to the community. We provided a welcome end-use for our partners at Food Link and Food for Free who reclaim and redistribute thousands of pounds of food per month.

Finally, many members of the Arlington community want to volunteer and would like to involve several generations of their family, or want to commit fewer hours per month than required by other volunteer opportunities. Arlington EATS fills this need.

What are the short-term goals and objectives for the contract period?

During 2015 - 2016, we seek to expand our services by 60 to 80% by reaching more of our students in need, and their families. During the summer of 2014, we provided lunch for approximately 50 students and family members per day, 4 days per week, with weekend food bags going home to supplement food resources for the remainder of the week. For the summer of 2015, we are targeting 80 to 90 meals served, 4 days per week, with continued distribution of weekend food bags.

Here is a summary of additional 2015 - 2016 program year goals (beyond the Summer Vacation lunches):

- 250 student meals per week for students at summer day camp(66% increase)
- Targeting 60 to 80 weekend food bags during school year (double the 2014 number) - This target may significantly change/decrease with expanded operation of the second Arlington Food Pantry Location.
- Maintenance of Thompson School snack program (up to 300 snacks per week) Provide support for other schools to offer their own snack programs.
- 80 to 100 meals per day for February and April Vacation (up from an average of 50 meals per day in 2014)

How will the target population be reached?

We reach our target population through the local schools. We rely on the Principals, Administrative Assistants and Social Workers to encourage students in need to participate in the program. The vacation lunches and weekend food bags operate on an opt-in program where an invitation goes out to the school community and families sign-up to participate.

We reach out through extensive e-mail and social media networks. We have recruited residents of Menotomy Manor to spread word of the program within their personal networks. Local churches also assist in promoting the program to their members.

How will client eligibility be documented?

Our programs are designed to be inclusive, respectful and community oriented, and as such, we do not turn students or families away who request weekend food resources or come for vacation lunches. The Arlington School Food Services Department maintains a confidential database of students/families who qualify for free or reduced-price school meals. Though Arlington EATS does not have access to these lists for privacy reasons, those who do are able to encourage students and their families to take part in our program. When students/families opt-in to our program, a member of the school administration assigns them a number that we use to track their use of the program, while maintaining privacy.

How will the project be managed and staffed?

Arlington EATS is fortunate to have a talented core of leaders and volunteers—none of whom receive any monetary compensation. Through our community outreach, we have recruited a broad pool of volunteers of all ages who collect, retrieve, purchase, organize, and distribute food. At times, we contract through the school food services department for preparation and serving of vacation lunches, paid for by Arlington EATS.

What is the timetable for delivery of services?

Funding from the CDBG program would be used to partially fund our seven-week Summer 2015 program (July 6, 2015 through August 20, 2015). Arlington EATS will continue to offer services throughout the school year as described above.

1. Budget Information:

a) Total Costs for the Proposed Activity/Project:

All Cost Items for the Activity/Project <i>(Detail ALL Staff positions, support costs, and other expense items associated with the activity/project.)</i>		Anticipated Costs for FY 2015-2016
2015- 2016 Arlington EATS Budget Summary (Projected)		
- Summer Lunch Program w/weekend food bags		\$ 8,960
- EATS grants to feed campers at Arlington day camps		3,000
- School snack program (providing up to 300 snacks per week at school)		2,000
- Weekend Food Bags (38 weeks)		22,800
-February and April Vacation lunch program		3,200
-administration (printing, postage, website, social media outreach)		2,000
Total projected budget for 2015-2016 Arlington EATS (all programs)		\$41,960
Total Cost of the Activity/Project →		\$42,000

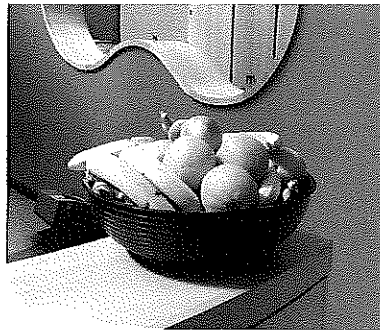
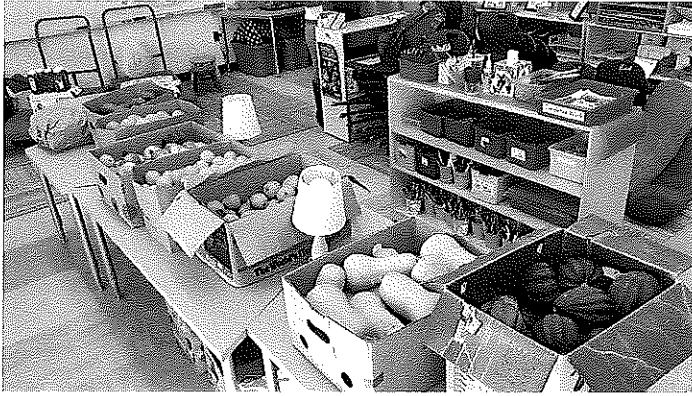
b) Show only the Cost items to be paid by the CDBG Grant:

Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2015-2016	Amount
Summer 2015 Vacation Lunch program:	
7 weeks (July 6 - August 20), 4 days per week plus weekend food bags	
estimating 80 student meals per day at \$4 per meal	\$ 8,960
All funding goes directly to provide food for students (no paid staff)	
Minus donations sought from the community	-\$2,960
Total Amount of this Grant Request for FY 2015-2016 →	\$6,000

c) Total sources of Income for the Proposed Activity, including CDBG funding:

All Sources of Income for this Activity/Project in FY 2015-2016 (for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)	Anticipated Amount from Each Source
Amount of this C.D.B.G. grant request (Same as total of 1.b.) →	\$ 6,000
*Donations from Interfaith community (local church contributions)	2,000
*Individual donations from general appeals and awareness campaigns	8,000
*Major community fundraising events	8,000
*Numerous small fundraisers (bake sale, town day, Feast of the East, etc...)	8,000
*In-kind donations from local food vendors, restaurants, caterers, food drives, partnership with Arlington Food Pantry, Food Link, Food for Free, which reduces the amount of food that we directly purchase.	10,000
*All of these are estimates of the fundraising that must occur.	
Total Funding for the Activity/Project →	\$ 42,000

Pictures of Arlington EATS in action!



CERTIFICATION

I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE.

Signature

Title Co-chairs of Arlington EATS

A handwritten signature in cursive script, appearing to read 'Lauren Ledger', followed by a horizontal line.A handwritten signature in cursive script, appearing to read 'Susan Stewart', followed by a horizontal line.

Name

Lauren Ledger

Susan Stewart

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

Agency & Project Summary Information

Legal Name of Agency/Organization: Arlington High School Athletics

Address: 869 Massachusetts Avenue, Arlington, MA 20474

Telephone No. 781-316-3551 **Fax No.** 781-316-3558

E-Mail: mdlugolecki@arlington.k12.ma.us

Project Title: Financial Aid Athletic Scholarships

Amount of Funding Requested \$ 13,000

Project Description: Arlington High School provides athletic scholarships for student-athletes whose families do not have the funds to pay the athletic user fee. As research shows, participation in high school athletics yields statistically higher graduation rate, a higher GPA and lower disciplinary issues. Arlington High School strives to provide a platform for success and involvement for all students, regardless of economic status. As the numbers of involvement in athletics has increased steadily over the course of the last few years, the number of athletic scholarships granted has increased as well. Scholarships are provided for those at either a free or reduced rate, depending on financial need.

Project Eligibility

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☒ **Low/Moderate Income Area Benefit:** the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons.

☒ **Low/Moderate Income Clientele:** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following

groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the **Bureau of Census' Current Population Reports** definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.

☐ **Low/Moderate Housing:** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

☐ **Slum or Blighted Area:** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

☐ **Spot Blight:** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Primary Beneficiary of Project

- ☐ Homeless Individuals
- ☐ At-Risk Children & Youth
- ☐ Elderly Individuals
- ☐ Individuals with Disabilities
- ☐ Low and Moderate Income Area
- x ☐ Other (please specify)

Program Funding

Identify and list amount of *prior* year Federal and/or State funding

Source CDBG Grant	Amount \$8,000.00	Funding Period
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Identify *other* funding sources (non-federal/private)

Source	Amount	Funding Period
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None

Target Population

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

The client population served by this project includes student-athletes whose families qualify for reduced or free lunch and reduced or free athletic user fees. The business office evaluates all applicants' income and need before determining the amount of scholarship provided. The scholarships allow students to participate regardless of economic status.

Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents.

No. Due to the Metco program, some students that may qualify could live in outside of Arlington. However, all students attend Arlington High School. Less than 5% of our student-athletes have historically been Metco students.

Service Need

What need will be met by providing the proposed service to the community and the target population?

Student athletes will be afforded the ability to participate in athletics, providing them the benefits of structure after school, membership to a team and opportunities to learn life lessons including commitment, communication, time management, teamwork and sportsmanship.

What are the short-term goals and objectives for the contract period?

To foster an environment that affords opportunities for all of our students to become involved, develop life-skills and reap the benefits that research states are associated with interscholastic athletic programs- higher graduation rate, lower disciplinary issues and increased self-esteem/confidence.

How will the target population be reached?

All families of students interested in signing up for athletics will be notified of the scholarship opportunity and application process.

How will client eligibility be documented?

The business office collects, assesses and retains all applications that include W-2 forms and if applicable, the free and reduced lunch scholarship form at AHS.

How will the project be managed and staffed?

The athletic office and business office collaborate to manage and staff the program. No additional funds are used for staffing purposes.

What is the timetable for delivery of services?

Seasonal- fall, winter and spring athletic seasons.

1. Budget Information:

a) Total Costs for the Proposed Activity/Project:

All Cost Items for the Activity/Project <i>(Detail ALL Staff positions, support costs, and other expense items associated with the activity/project.)</i>	Anticipated Costs for FY 2015-2016
Athletic Scholarships	\$13,000.00
Total Cost of the Activity/Project →	\$13,000.00

b) Show only the Cost items to be paid by the CDBG Grant:

Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2015-2016	Amount

Total Amount of this Grant Request for FY 2015-2016 →	\$13,000.00

c) Total sources of Income for the Proposed Activity, including CDBG funding:

All Sources of Income for this Activity/Project in FY 2015-2016 <i>(for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)</i>	Anticipated Amount from Each Source
Amount of this C.D.B.G. grant request (Same as total of 1.b.) →	\$13,000.00
Total Funding for the Activity/Project →	\$13,000.00

CERTIFICATION

I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE.

Signature

Title

Name

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

Agency & Project Summary Information

Legal Name of Agency/Organization:

Town of Arlington Department of Planning and Community Development

Address: 730 Mass. Ave., Arlington

Telephone No.: 781 316-3091 **Fax No.:** 781 316-3112

E-Mail: lwiener@town.arlington.ma.us

Project Title: Affordable Housing

Amount of Funding Requested: \$525,000

Project Description: The Housing Corporation of Arlington has three active projects ongoing that are likely to need CDBG funding. 26 Westminster is a former church building located in Downing Square. HCA is working on a plan to build 8-12 units of affordable rental housing by adapting the current building. A Comprehensive Permit is needed to build multi-family housing in the R-1, Single Family Residence zone. CDBG funds were used in 2014 to purchase the property. They estimate another \$300,000 will be needed to develop the property. Other funding will come from the state and from private lenders. A second project is located at 117 Broadway, the former Broadway Diner. This building now accommodates the Food Pantry. They seek \$100,000 for predevelopment planning for this building. They anticipate this site will be redeveloped and will be a mixed use structure with commercial on the first floor, including the Food Pantry and another commercial use, and residential use above. Lastly, HCA is requesting about \$100,000 to conduct capital improvements to improve energy efficiency in its existing stock of two-family houses.

\$300,000	26 Westminster, 8-12 units
\$100,000	117 Broadway mixed use, pre-development planning
\$100,000	Energy efficiency capital improvements, 2-family houses
10,000	Director of Housing, including Monitoring activities
15,000	Legal and other outside services related to Affordable Housing
<u>\$525,000</u>	

Project Eligibility

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☐ **Low/Moderate Income Area Benefit:** the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons.

☐ **Low/Moderate Income Clientele:** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the **Bureau of Census' Current Population Reports** definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.

XX Low/Moderate Housing: The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

☐ **Slum or Blighted Area:** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

☐ **Spot Blight:** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Primary Beneficiary of Project

XX Homeless Individuals

- ☐ At-Risk Children & Youth
- ☐ Elderly Individuals
- ☐ Individuals with Disabilities
- ☐ Low and Moderate Income Area

XX Other (please specify) Low and Moderate Income Households

Program Funding

Identify and list amount of prior year Federal and/or State funding

Source	Amount	Funding Period
CDBG	\$360,859	2014
HOME	\$430,000	2014

Identify other funding sources (non-federal/private)

Source	Amount	Funding Period
TD Bank (Kimball-Farmer)	\$570,000	Acquisition and construction
Brookline Bank (Westminster)	\$785,000	Acquisition

Target Population

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

During the coming year (fiscal 2015) the Kimball Farmer House (1173 Mass. Ave.) will be completed and occupied by 3 low income households. The property will have one 1-bedroom unit and two 2-bedroom units. The Westminster property will receive permits and construction will begin during 2015. Because this is adaptive reuse, the construction period will be longer than the Kimball-Farmer House construction period. The 117 Broadway property will be in design in 2015. Lastly, the capital improvements planned for the 2 family houses will be completed in 2015. There will likely be 6-8 units improved with this funding. The income limit for all HCA properties is 60% of median income.

Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents.

Arlington residents are given preference for 70% of the units. It is State policy to require that 30% of units be open to non-residents, in keeping with fair housing practices.

Service Need

What need will be met by providing the proposed service to the community and the target population?

According to the most recent census, over 2000 renter households in Arlington are both low and moderate income AND pay more than 30% of their income for rent. These are considered by HUD to be "cost burdened" households, and the most at risk for homelessness. The affordable housing created with the help of CDBG serves this population. In addition, both HCA and the Housing Authority report very long wait lists for their affordable housing.

What are the short-term goals and objectives for the contract period?

Three new affordable units completed (Kimball-Farmer), 8-12 units under construction (26 Westminster), and 10-20 in planning (117 Broadway). In addition, 6-8 existing units will be upgraded with energy related capital improvements.

How will the target population be reached?

The State requires that all affordable housing be affirmatively marketed in order to be counted on the Subsidized Housing Inventory. This is to ensure that units are marketed to a diverse population. HCA will develop an affirmative and fair housing marketing and selection plan for any new projects. Tenants will be selected by lottery.

How will client eligibility be documented?

All affordable housing requires affirmative marketing to ensure that units are marketed to a diverse population. HCA will develop an affirmative and fair housing marketing and selection plan for all new projects. Tenants will be selected by lottery.

How will the project be managed and staffed?

The Director of Housing oversees development projects managed by the Housing Corporation of Arlington. After completion, the Director of Housing monitors compliance with all regulations annually. That includes both physical property inspections and income compliance.

What is the timetable for delivery of services?

Kimball Farmer House will be occupied by the end of the fiscal year. Westminster will be under construction, and 117 Broadway will be in planning and design. The 2-family capital improvements will be complete.

1. Budget Information:**a) Total Costs for the Proposed Activity/Project:**

All Cost Items for the Activity/Project <i>(Detail ALL Staff positions, support costs, and other expense items associated with the activity/project.)</i>	Anticipated Costs for FY 2015-2016
Director of Housing, including Monitoring	\$10,000
Legal and other services	\$15,000
Affordable housing development	\$400,000
Capital improvements, 2 family houses	\$100,000
Total Cost of the Activity/Project →	\$525,000

b) Show only the Cost items to be paid by the CDBG Grant:

Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2015-2016	Amount
All of the above	

Total Amount of this Grant Request for FY 2015-2016 →	\$525,000

c) Total sources of Income for the Proposed Activity, including CDBG funding:

All Sources of Income for this Activity/Project in FY 2015-2016 <i>(for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)</i>	Anticipated Amount from Each Source
Amount of this C.D.B.G. grant request (Same as total of 1.b.) →	\$525,000
HOME Admin	\$8000
HOME project funding	\$500,000
Total Funding for the Activity/Project →	\$1,033,000

CERTIFICATION

I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE.

Signature Laura Wiener *Title* Director of Housing

Name Laura Wiener

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

Agency & Project Summary Information

Legal Name of Agency/Organization: Arlington Council on Aging

Address: 27 Maple Street, Arlington, MA 02475

Telephone No. 781-316-3400 Fax No. 781-316-3409

E-Mail: scarp@town.arlington.ma.us

Project Title: Adult Day Health Services

Amount of Funding Requested: \$10,000

Project Description: To provide a subsidy for Adult Day Health Services for Arlington seniors.

According to data provided by the MA Healthy Aging Community Data Profile and the Alzheimer's Association, there are about 831 adults aged 65+ with Alzheimer's and related dementia's living in Arlington. Over 60% of caregivers in Arlington have to leave work early or go in late, or take time off, because of essential caregiving responsibilities. The Adult Day Health program offered by Cooperative Elder Services, Inc. (CESI) provides much needed respite for caregivers, so that they can go to work and not worry about their loved one's safety, or so that elderly spouses who are caregivers can get some rest during the day. Many of the clients' families express that they would not be able to take care of their loved one at home without the support of CESI in Arlington. Others say that they would have had to quit their jobs, resulting in significant financial losses, to care for their mother or father who has dementia or another chronic disease requiring full-time care.

Furthermore, 70% of the Arlington residents who attend the program are classified as low-income, with \$24,000 or less for annual income, and rely on support from MassHealth (Massachusetts Medicaid for impoverished seniors), the Veterans' Administration, and/or State Home Care funding from Minuteman Senior Services for basic necessities. Too often, clients have low-to-moderate income but are not eligible for funding from Minuteman or the VA, and would have to deplete all their savings to get on MassHealth. Without a viable source of funding, needs of many frail elders go unmet.

Access to scholarship funds could ensure access to Adult Day Health and nursing care, meals, and social services. Additional funds would mean that more elders could attend the program who have no other source of financial support and could have critical needs easily met by regular participation at CESI Arlington. One Arlington client who has Alzheimer's disease, receives scholarship funds to come an additional day each week, giving his wife essential respite. Another Arlington resident on scholarship has limited funds and cares for her disabled husband, while struggling with her own disabilities. Another client can only come one day per week because of low-income, yet really needs to come at least three days per week because of her advanced dementia and having a frail husband as the primary caregiver.

More scholarship funding could provide the following:

1. Offer more days of attendance for clients with an acute medical situation that requires daily monitoring by our nurses
2. Provide respite for a family caregiver who experiences a crisis and the elder needs to be at the program to maintain his/her safety
3. Give an additional day of attendance/week for current clients who need more supervision during the day or who are struggling with depression and live alone
4. Provide Adult Day Health services to more Arlington residents with chronic diseases like Alzheimer's, who would not otherwise have access to the program
5. Continue to provide community-based care to frail, at-risk elders to prevent frequent, avoidable hospitalizations and premature nursing home placement

CESI provides adult day health services to 115 Arlington seniors; 100 units of service for Arlington residents per week and about 4,800 units per year. Based on current funding financial assistance is provided to 15 Arlington seniors.

Project Eligibility

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☐ **Low/Moderate Income Area Benefit:** the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons.

☒ **Low/Moderate Income Clientele:** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the **Bureau of Census' Current Population Reports** definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.

☐ **Low/Moderate Housing:** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

☐ **Slum or Blighted Area:** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

☐ **Spot Blight:** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Primary Beneficiary of Project

- ☐ Homeless Individuals
- ☐ At-Risk Children & Youth
- x Elderly Individuals
- x Individuals with Disabilities
- ☐ Low and Moderate Income Area
- ☐ Other (please specify)

Program Funding

Identify and list amount of prior year Federal and/or State funding

Source	Amount	Funding Period
CDBG	\$4,000	FY15

Identify other funding sources (non-federal/private)

Source	Amount	Funding Period
None		

Target Population

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

The target population for this request is Arlington residents, 60 years and older which have memory impairment, including but not limited to Alzheimer's disease.

Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents.

All clients receiving benefit from this grant request will be Arlington residents.

Service Need

What need will be met by providing the proposed service to the community and the target population?

Cooperative Elder Services, Inc. (CESI) currently provides Adult Day Health services for 25 Arlington residents who attend the program 3 to 5 days each week. Overall, CESI provides 100 units of service for Arlington clients each week, at 400 units a month and 4800 units of service per year. Services include skilled nursing care, a light breakfast, hot lunch and afternoon snack, handicapped accessible door-to-door transportation, therapeutic exercise and diverse activities, specialized Alzheimer's programming, socialization with peers for emotional health, caregiver support, and social services.

Currently, there are approximately 831 people living with Alzheimer's disease in Arlington, with 2200 family caregivers struggling to manage. Over 60% of caregivers in Arlington have to leave work early or go in late, or take time off, because of essential caregiving responsibilities. The Adult Day Health program offered by CESI provides much needed respite for caregivers, so that they can go to work and not worry about their loved one's safety, or so that elderly spouses who are caregivers can get some rest during the day. Many of the clients' families express that they would not be able to take care of their loved one at home without the support of CESI in Arlington. Others say that they would have had to quit their jobs, resulting in significant financial losses, to care for their mother or father who has dementia or another chronic disease requiring full-time care.

Critical needs for Arlington elders include community-based nursing care for chronic conditions, proper nutrition and hydration, safe and supervised environment for those who have dementia, socialization for seniors who live alone and are at-risk for depression and anxiety, among other situations. Most of the clients would not be able to remain at home safely, putting them at-risk for nursing home placement, if they were not able to attend Arlington CESI.

What are the short-term goals and objectives for the contract period?

Increase the number of individuals to receive adult day health services

How will the target population be reached?

The target population will be reached through a variety of Social Work outreach programs as well as referrals from neurologists with diagnostic codes for dementia and Alzheimer. The professional staff at CESI also provide referrals.

How will client eligibility be documented?

Each family member responsible for the cognitively impaired individual seeking assistance will complete a CDBG Client Beneficiary Form. For confidentiality reasons, the invoice for services will reflect a number that has been assigned to each Arlington resident 60 years and older.

How will the project be managed and staffed?

Social Work staff at the COA or at Cooperative Elder Services will identify those in greatest need. There are potential referrals for neurologists that have access to patients with neurodegenerative diseases.

The Executive Director is sent an invoice from Cooperative Elder Services. The invoice is reviewed and approved, then forwarded to the administrative assistant for payment by grantor.

What is the timetable for delivery of services?

Ongoing as identified

1. Budget Information:

a) Total Costs for the Proposed Activity/Project:

All Cost Items for the Activity/Project <i>(Detail ALL Staff positions, support costs, and other expense items associated with the activity/project.)</i>	Anticipated Costs for FY 2015-2016
Social Work	\$936
Intake and Referral	\$504
Admin Assist	\$840
Executive Director	\$328
CDBG Funding for Adult Day Health Services	\$10,000
Total Cost of the Activity/Project →	\$12,608

b) Show only the Cost items to be paid by the CDBG Grant:

Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2015-2016	Amount
All funds will be paid to Cooperative Elder Services, Inc. with invoice	\$10,000
Total Amount of this Grant Request for FY 2015-2016 →	\$10,000

c) Total sources of Income for the Proposed Activity, including CDBG funding:

All Sources of Income for this Activity/Project in FY 2015-2016 <i>(for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)</i>	Anticipated Amount from Each Source
Amount of this C.D.B.G. grant request (Same as total of 1.b.) →	\$10,000
All Staff Salaries listed in 1 (a)	\$2,608
Total Funding for the Activity/Project →	\$26,208

CERTIFICATION

I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE.

Signature  **Title:** Executive Director

Name Susan R. Carp, MS

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

Agency & Project Summary Information

Legal Name of Agency/Organization:

Arlington Commission on Disability

Address:

20 Academy Street
Arlington, Ma. 02476

Telephone No.

781-316-3431

Fax No.

781-641-2103

E-Mail:

jjones@town.arlington.ma.us

Project Title:

Curb Cut Ramp Project

Amount of Funding Requested

\$150.000.00

Project Description:

Funding from this project will be used for construction of curb cut ramps. These ramps will improve access and pedestrian safety for the elderly and disabled. If fully funded this project would result in the installation of approximately fifty curb cut ramps.

Project Eligibility

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☐ **Low/Moderate Income Area Benefit:** the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons.

X Low/Moderate Income Clientele: the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the **Bureau of Census' Current Population Reports** definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.

☐ **Low/Moderate Housing:** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

☐ **Slum or Blighted Area:** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

☐ **Spot Blight:** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Primary Beneficiary of Project

	Homeless Individuals
	At-Risk Children & Youth
X	Elderly Individuals
X	Individuals with Disabilities
	Low and Moderate Income Area
	Other (please specify)

Program Funding

Identify and list amount of prior year Federal and/or State funding

Source	Amount	Funding Period
CDBG	\$125,000.00	07/01/14 – 06/30/15

Identify other funding sources (non-federal/private)

Source	Amount	Funding Period
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Target Population

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

The target population is elderly, and disabled individuals

Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents.

This project will mainly be of benefit to Arlington residents, however this project will benefit all individuals using Arlington sidewalks.

Service Need

What need will be met by providing the proposed service to the community and the target population?

This project will improve pedestrian safety by eliminating a physical barrier that is encountered by elderly, disabled, parents pushing carriages, and other individuals.

What are the short-term goals and objectives for the contract period?

The goals for this contract period are to eliminate physical barriers that exist because of non-existing curb cut ramps and existing curb cut ramps that do not comply with ADA code requirements. Eliminating these physical barriers will improve accessibility and safety along Arlington sidewalks.

How will the target population be reached?

The target population of mobility-impaired residents will be served by the construction of curb cut ramps that will remove the physical barrier of curbing between the street and sidewalks.

How will client eligibility be documented?

How will the project be managed and staffed?

The Arlington Engineering Department along with the Commission on Disability Office will ensure that all curb cut ramps constructed or reconstructed meet ADA Code requirements.

What is the timetable for delivery of services?

The timetable for delivery of services is from July 1, 2015 through June 30, 2016.

1. Budget Information:

a) Total Costs for the Proposed Activity/Project:

All Cost Items for the Activity/Project <i>(Detail <u>ALL</u> Staff positions, support costs, and other expense items associated with the activity/project.)</i>	Anticipated Costs for FY 2015-2016
Installation of approximately 50 curb cut ramps, by a private contractor	\$150,000.00
Total Cost of the Activity/Project →	\$150,000.00

b) Show only the Cost items to be paid by the CDBG Grant:

Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2015-2016	Amount
Construction cost to install approximately 50 curb cut ramps.	\$150,000.00

Total Amount of this Grant Request for FY 2015-2016 →	\$150,000.00

c) Total sources of Income for the Proposed Activity, including CDBG funding:

All Sources of Income for this Activity/Project in FY 2015-2016 <i>(for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)</i>	Anticipated Amount from Each Source
Amount of this C.D.B.G. grant request (Same as total of 1.b.) →	\$150,000.00
C.D.B.G. is the only source of income to fund this project.	
Total Funding for the Activity/Project →	\$150,000.00

CERTIFICATION

I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE.

Signature

Title

Director of Housing & Disability Programs

Name

John Jones

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

Agency & Project Summary Information

Legal Name of Agency/Organization: Arlington Public Schools

Address: 869 Massachusetts Ave., Arlington 02476

Telephone No. 781-316-3502

Fax No. 781-316-3509

E-Mail: kbodie@arlington.k12.ma.us

Project Title: Fifth Grade Science Camp Scholarship

Amount of Funding Requested: \$17,160

Project Description: Each year, fifth grade students in the Arlington Public Schools are attend a four-day Science Camp at the W. Alton Jones Campus at the University of Rhode Island's Environmental Education Center (www.altonjonescamp.com). This program provides students with experimental hands-on science learning with highly enthusiastic and experienced educators. With 2,300 acres of lakes, forests, and farmland, the W. Alton Jones Campus offers an immense outdoor classroom that has provided learning, exploration, and adventure to Arlington students for years. At W. Alton Jones, students gain an understanding and appreciation of the natural world while learning about themselves and working collaboratively with others.

The cost of an Arlington student's attendance this year is \$385, which is normally paid by their family. In the case of low-income students, however, the cost can be prohibitive. Parent Teacher Organizations and related assistance funds in each school have provided scholarships for students who would otherwise not be able to attend, but providing this support can be burdensome, particularly in schools that have a higher percentage of low income students than other Arlington elementary schools. In these schools it is harder to raise substantial PTO funds from the parent community, and more funds need to be allocated to scholarships, which limits the overall support the PTO can provide the school. The District is requesting CDBG funding that will allow the district to provide Science Camp scholarships to students whose families qualify for Free or Reduced Lunch Status. The District is requesting sufficient funding to allow children from families who qualify for Free Lunch to attend free of charge, and for Reduced Lunch families to pay one-half the cost.

Project Eligibility

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☐ **Low/Moderate Income Area Benefit:** the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons.

X Low/Moderate Income Clientele: the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the **Bureau of Census' Current Population Reports** definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.

☐ **Low/Moderate Housing:** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

☐ **Slum or Blighted Area:** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

☐ **Spot Blight:** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Primary Beneficiary of Project

- ☐ Homeless Individuals
- ☒ **X At-Risk Children & Youth**
- ☐ Elderly Individuals
- ☐ Individuals with Disabilities
- ☐ Low and Moderate Income Area
- ☐ Other (please specify)

Program Funding

Identify and list amount of *prior* year Federal and/or State funding

Source	Amount	Funding Period
N/A		

Identify *other* funding sources (non-federal/private)

Source	Amount	Funding Period
Family payments	\$137,734.00	FY 2015
Elementary School PTOs & Private donors	<u>\$ 11,758.00</u>	FY 2015
Total	\$149,492.00	FY 2015

Target Population

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

In the 2015-2016 school year, 45 current fourth grade students qualify for Massachusetts Free or Reduced Price School Meals. Forty-three of the students qualify for Free School Meals, and two qualify for Reduced Price. These students will be in fifth grade next year and will need financial assistance to attend Science Camp. The number of Free or Reduced Price School Meals fourth grade students in each elementary school ranges from a low of two to a high of 17. Currently, 38% of this year's Free and Reduced Price School Meal fourth grade students attend one elementary school.

To qualify for Free or Reduced Price School Meals, families fill out an application that shows the following income guidelines. The income shown is the level that qualifies for Reduced Price School Meals, with lower income levels necessary to qualify for Free School Meals.

FEDERAL ELIGIBILITY INCOME CHART School Year 2014-2015			
Household size	Yearly	Monthly	Weekly
1	\$21,590	\$1,800	\$416
2	\$29,101	\$2,426	\$560
3	\$36,612	\$3,051	\$705
4	\$44,123	\$3,677	\$849
5	\$51,634	\$4,303	\$993
6	\$59,145	\$4,929	\$1,138
7	\$66,656	\$5,555	\$1,282
8	\$74,167	\$6,181	\$1,427
Each additional person:	+7,511	+626	+145

Income levels for Free and Reduced Price School Meals are adjusted each year, but this year's chart provides a good sense of the level of income, and therefore scholarship need, that these families represent.

Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents.

Yes, all scholarship students will be residents of Arlington. At this time, the METCO grant provides scholarships for Boston resident families who need financial assistance for their children to attend camp.

Service Need

What need will be met by providing the proposed service to the community and the target population?

Science Camp attendance is a highlight experience of an Arlington elementary education. For most students, it is their first extended time away from home with their fellow students and teachers. It is a strong community-building experience; a chance for social-emotional learning and a marker of the maturity and responsibility students have attained in the final year of elementary school. W. Alton Jones Camp provides top quality science education that is project-based and hands-on, offering students close interaction with the natural world in an experiential approach that cannot be replicated in the classroom. For many students, it lights a spark that carries over into their future educational lives.

What are the short-term goals and objectives for the contract period?

It is always the goal that all Arlington students attend Science Camp, regardless of financial status. PTOs and their related assistance funds at the elementary schools have stepped up to provide key funding for low income families, funds which are privately raised from their parent community. The burden of this type of assistance affects all elementary schools, but is particularly significant at schools that have a higher percentage of low income residents. Their PTOs allocate a larger percentage of funds to the scholarship program, which reduces the funds available for in-school enrichment programming. Compounding the effect, the lower income of the school's families reduces the ability of the school's PTO to raise funds.

By funding Science Camp scholarships from outside the local parent community, the ability of all PTOs to provide a meaningful level of high quality in-school enrichment is enhanced. An enriched educational experience is a positive one for all students, and removing this financial burden from PTOs will increase the funding available for programming based in all elementary schools, and particularly in lower income schools.

How will the target population be reached?

All fifth grade parents are informed of Science Camp beginning in spring of the prior school year, when they receive a letter notifying them of the upcoming fall camp. Each school distributes an information packet the first week of school to all fifth grade families. An Alton Jones representative visits each school and presents to each fifth grade classroom. There is also an informative Question and Answer Session for all interested parents (held at one school), with an Alton Jones Representative and the Arlington Public Schools Science Camp Coordinator. The Coordinator is currently Maggie Trivino, a Hardy School teacher.

Currently, parents go directly to their school principal to request scholarships. Parents may continue to do this, but scholarship applications will also be included in the information packet, with instructions to return the scholarship application directly to the APS Business Office.

How will client eligibility be documented?

Families seeking scholarships will be required to provide proof of income in the same manner as when applying for Free and Reduced Price School Meals. To make the process efficient and simple for families, in the cover letter from the Superintendent attached to the annual Free and Reduce Price School Meals application, families are informed that:

“If eligible families are interested in receiving a waiver or reduced fees for the above mentioned programs, please make sure you complete the “Sharing Information with Other Programs” form included with the Free and Reduced Lunch Application packet. The information shared with other Arlington Public School Programs will only be whether your status is “Free” or “Reduced”.”

Fifth grade Science Camp will be added to the list of other programs in the cover letter. Families that qualify for free meals will receive a full scholarship to Science Camp, and families that qualify for reduced price meals will receive a 50% fee reduction.

How will the project be managed and staffed?

APS Science Camp’s management and staffing will be unchanged from prior years. Local coordination is managed by a teacher who handles this additional duty, for which they are paid a stipend. Beyond the coordinator position, Arlington teachers and teaching assistants attend camp to provide oversight and support for students, and they receive a stipend for these duties. Any student whose Individual Education Plan provides for an aide attends camp with their aide. Principals typically attend a portion of the session, and parents volunteer as chaperones. Arlington provides transportation to and from camp in a coach bus.

The Arlington Public Schools business office will manage the scholarship program, ensuring that the proper levels of scholarship funds are allocated to students’ families. This office professionally handles other scholarships and fee waivers already. The business office will provide the scholarship payment to the Science Camp coordinator on a confidential basis.

What is the timetable for delivery of services?

Should CDBG funds be allocated to this purpose, students attending camp in the fall of 2015 will receive CDBG scholarship support. Typically elementary students attend Science Camp in the first few months of the school year.

1. Budget Information:

a) Total Costs for the Proposed Activity/Project:

All Cost Items for the Activity/Project <i>(Detail ALL Staff positions, support costs, and other expense items associated with the activity/project.)</i>	Anticipated Costs for FY 2015-2016
Stipend for APS Science Camp Coordinator	3,000.00
Stipends for teachers and teaching assistants	10,000.00
Transportation (coach buses)	20,300.00
W. Alton Jones Camp	135,200.00
Postage	150.00
Presentation with Alton Jones staff	350.00
Total Cost of the Activity/Project →	\$169,000.00

b) Show only the Cost items to be paid by the CDBG Grant:

Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2015-2016	Amount
W. Alton Jones Camp partial payment	17,160.00
Total Amount of this Grant Request for FY 2015-2016 →	\$17,160.00

c) Total sources of Income for the Proposed Activity, including CDBG funding:

All Sources of Income for this Activity/Project in FY 2015-2016 (for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)	Anticipated Amount from Each Source
Amount of this C.D.B.G. grant request (Same as total of 1.b.) →	17,160.00
Parent fees	151,840.00
Total Funding for the Activity/Project →	\$ 169,000.00

CERTIFICATION

I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE.

Signature 

Title Superintendent

Name Kathleen Bodie

WARRANT ARTICLE - ANNUAL TOWN MEETING, APRIL 2015
COMMUNITY DEVELOPMENT BLOCK GRANT - PROGRAM YEAR 41 (7/1/15-6/30/16)

	Amount Requested	Compliance with Nat'l Objectives 24 CFR Section 570.200, 570.201	Town Manager Board of Selectmen Approved Budget
REHABILITATION/HOUSING			
1. Affordable Housing Program	525,000	Benefit low & mod housing	
2. Arlington Home Improvement Loan Program	350,000	Benefit low & mod housing	
Total	\$875,000		\$0
PUBLIC SERVICES			
1. Adult Day Health Center Scholarships	10,000	Benefit low & mod. income	
2. AHS Athletic Scholarships	13,000	Benefit low & mod. income	
3. Arlington Youth Consultation Center	25,000	Benefit low & mod. income	
4. Arlington Youth Hockey Scholarships	5,300	Benefit low & mod. income	
5. Arlington EATS	6,000	Benefit low & mod. income	
6. Boys & Girls Club Scholarships	20,000	Benefit low & mod. income	
7. Code Red-MyDailyCall Program	1,250	Benefit low & mod. income	
8. Dial-A-Ride Transportation Program	73,999	Benefit low & mod. income	
9. Food Link, Inc	17,500	Benefit low & mod. income	
10. Fifth Grade Science Camp Scholarships	17,160	Benefit low & mod. income	
11. Jobs, Jobs, Jobs Program	14,000	Benefit low & mod. income	
12. Ican Shine Learn to Bike Program	2,000	Benefit low & mod. income	
13. Lifeline Subsidy Program	1,200	Benefit low & mod. income	
14. Menotomy Manor Homework Support Program	6,000	Benefit low & mod. income	
15. Menotomy Manor Outreach Program - Fidelity House	18,000	Benefit low & mod. income	
16. Recreation Program Scholarships	13,000	Benefit low & mod. income	
17. Volunteer Services Coordinator	53,530	Benefit low & mod. income	
Total	\$296,939		\$0
PUBLIC FACILITIES AND IMPROVEMENTS			
1. ADA Comp Program-Curb Cuts	150,000	Benefit low & mod. income	
2. ADA Park Improvements	23,170	Benefit low & mod. income	
3. Façade Improvement Program	25,000	Historic Preservation-Spot Blight	
4. Life & Skills Center Building & Drake Village	250,000		
Total	\$448,170		\$0
PLANNING			
1. Planning & Zoning Study	75,000	Exempt Activity	
2. Planner	20,000	Program Support Activity	
3. Senior Planner	20,000	Program Support Activity	
4. Vision 2020 (Community Volunteers -Initiatives)	3,000	Exempt Activity	
Total	118,000		\$0
ADMINISTRATION			
1. General Administration	20,000	Program Support Activity	
2. Grants Administrator (Salary + Benefits)	86,960	Program Support Activity	
Total	\$106,960		\$0
TOTAL ALL REQUESTS	\$1,845,069		\$0



Arlington
HOUSING AUTHORITY
MASSACHUSETTS

Commissioners:

Richard B. Murray
Nicholas Mitropoulos
Dan Brosnan
Gaar Talanian
Bridgett James

Executive Director

John J. Griffin

Tel.: (781) 646-3400

Fax: (781) 643-6923

January 22, 2015

Arlington Board of Selectmen
Mr. Steven M. Byrne, Chairman
730 Massachusetts Avenue
Arlington, MA 02476-4908

RE: Community Development Block Grant (CDBG) Funding Request for Program Year 2016

Dear Chairman Byrne and Members of the Arlington Board of Selectmen:

The Arlington Housing Authority requests your consideration for funding the following grant request:

1). Life and Skills Center Building & the Drake Village Senior Supportive Housing Initiative

Total Request	\$250,000.00
----------------------	---------------------

This request will leverage \$ 1,833,333. in funding from the Department of Housing and Community Development's, (DHCD) High Leverage Asset Preservation Program (HILAPP) for both the Life and Skills Center as well as provide ADA improvements, some new Kitchen and Baths, some new windows and other modernization at the Arlington Housing Authority first Development, Drake Village. It is a continuation of the successful grant request of 2013 and 2014 that resulted in \$350,000.00 awarded by the Arlington Board of Selectman from CDBG toward the construction of a Life and Skills Center to be located at Menotomy Manor.

The HILAPP Award for \$1,833,333 from DHCD is contingent on receiving our request of CDBG funding. *See enclosed letter from DHCD dated October 31, 2014.

The Arlington Housing Authority's HILAPP Program Application for accessibility and program improvements at Drake Village has been ongoing for the past two years and included for your reference are letters of support for our HILAPP Application from local and state housing partners.

Should you have any further questions regarding these requests, please feel free to contact me at 781-983-0628.

Sincerely,

John J. Griffin
Executive Director



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Deval L. Patrick, Governor ♦ Aaron Gomstein, Undersecretary

October 31, 2014

Daniel F. Brosnan, Chairman
Arlington Housing Authority
4 Winslow St.
Arlington, MA 02474-3062

RE: HILAPP Award for Drake Village (667-01) and Menotomy Manor (200-01)

Dear Chairman Brosnan:

Thank you for the Arlington Housing Authority (AHA)'s High Leverage Asset Preservation Program (HILAPP) application and the follow up work that the executive director and staff have done with Recap Advisors, Inc. We appreciate their efforts to assess project parameters and feasible approaches that could leverage 4% LIHTC and Social Impact Financing. The process has helped inform the larger HILAPP program opportunities and limits.

The AHA's HILAPP Round II proposal to make Drake Village and the Hauser Building a service-enriched, accessible senior campus certainly makes programmatic sense. Unfortunately, at this time, it is not feasible to finance the full scope with the sources proposed. However, DHCD recognizes and appreciates the Town of Arlington's \$350,000 award of Community Development Block Grant (CDBG) funding to support the Life & Skills Center at Menotomy Manor and hopes that the additional request for another \$200,000 is also approved.

The intent of the HILAPP program is to leverage the financial support that housing authorities receive from their municipalities, especially when the capital investments support resident services and promote the ability for seniors to age in place. Both the Life & Skills Center and improving the accessibility at Drake Village meet these programmatic goals, and so we are pleased to grant the AHA \$1,833,333 for the following projects:

Development	Drake Village (667-01)
Scope of Work	Selected kitchens and baths, windows, ADA improvements, FOB, electrical upgrades, and replacement of smoke detectors
Estimated TDC:	\$1,483,333
HILAPP Award	\$1,483,333

Development	Menotomy Manor (200-1)
Scope of Work	Construction of Life & Skills Center
Estimated TDC	\$900,000
HILAPP Award	\$350,000

Mr. Daniel F. Brosnan
October 31, 2014

Page 2 of 2

The HILAPP award is based upon DHCD granting one dollar for every thirty cents of local funding and is dependent upon the AHA securing \$550,000 of Town CDBG funds. In order for these projects to be advertised for bid, the AHA must submit to DHCD evidence that all leverage funds have been granted and will be available when needed to fund project costs. If the Town proposal is not fully funded, then the award and scopes will be scaled back proportionately.

Congratulations and thank you for your efforts to leverage funds to preserve public housing. If you have any questions about this award please contact Paul McPartland, Asset Management Coordinator, at 617-573-1219.

Sincerely,



Aaron Gornstein
Undersecretary

cc: John J. Griffin, Jr., Executive Director

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2015-2016**

Agency & Project Summary Information

Legal Name of Agency/Organization: Arlington Housing Authority

Address: 4 Winslow Street, Arlington, MA 02474

Telephone No. 781 646-3400 **Fax No.** 781 643-6923

E-Mail: jgriffin@arlingtonhousing.org

Project Title: Life and Skills Center and Drake Village

Amount of Funding Requested \$ 250,000

Project Description:

This request will leverage \$ 1,833,333. in funding from the Department of Housing and Community Development's, (DHCD) High Leverage Asset Preservation Program (HILAPP) for both the Life and Skills Center as well as provide some ADA improvements, some new Kitchen and Baths, some new windows and other modernization at the Arlington Housing Authority first Development, Drake Village. It is a continuation of the successful grant request of 2013 and 2014 that resulted in \$350,000.00 awarded by the Arlington Board of Selectman from CDBG toward the construction of a Life and Skills Center to be located at Menotomy Manor.

The HILAPP Award for \$1,833,333 from DHCD is contingent on receiving our request of CDBG funding. *See enclosed letter from DHCD dated October 31, 2014.

The Arlington Housing Authority's HILAPP Program Application and Study for the accessibility and program improvements at Drake Village has been ongoing for the past two years and included for your reference are letters of support for our HILAPP Application from local and state funding sources.

Operation Success, The Arlington Boys and Girls Club, Fidelity House and the St. Vincent DePaul Society have been operating in two separate three bedroom units in Menotomy Manor for many years. Program participation continues to increase every year and all programs are targeted at low income, and the extremely low income families that we serve. The Life and Skills Center would offer larger and more efficient space for all of the programs above as well as allowing for additional programs such as banking and finance classes, computer training classes, job finding skills and counseling, all with the goal of making these families self-sufficient.

One of the key aspects of the Life and Skills Center proposal would allow us to use the two three-bedroom units for housing low income families.

Development. Menotomy Manor - Life and Skills Center, and Drake Village

Project Eligibility

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☒ **Low/Moderate Income Area Benefit:** the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons.

☒ **Low/Moderate Income Clientele:** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the **Bureau of Census' Current Population Reports** definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.

☒ **Low/Moderate Housing:** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

☐ **Slum or Blighted Area:** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

☐ **Spot Blight:** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Primary Beneficiary of Project

- ☒ Homeless Individuals
- ☒ At-Risk Children & Youth
- ☒ Elderly Individuals
- ☒ Individuals with Disabilities
- ☒ Low and Moderate Income Area
- ☐ Other (please specify)

Program Funding

Identify and list amount of prior year Federal and/or State funding

Source	Amount	Funding Period
CDBG	\$150,000.	2013-2014
CDBG	\$200,000	2014-2015

Identify other funding sources (non-federal/private)

Source	Amount	Funding Period
--------	--------	----------------

Target Population

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

*Please see attached Tenant Statistical Summary Report for: Menotomy Manor.

*Please see attached Tenant Statistical Summary Report for: Chapter 667 Elderly/Disabled Housing.

Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents.
Yes

Service Need

What need will be met by providing the proposed service to the community and the target population?

The Life and Skills Center would provide employment and life skills to our low income families along with allowing the active, Operation Success, Fidelity House, the Arlington Boys and girls Club and other programs to grow and help our families become self-sufficient.

Drake Village consists of 72 one bedroom elderly and disabled units (Chapter 667-01) in our Drake Village development. These units are "cottages" and are located in nine buildings with eight units in each. The renovations would include new handicap accessible kitchens with energy efficient appliances, handicap accessible bathrooms with new doorways and bathroom turnarounds, new windows and sills, hard-wire smoke detectors, new electrical wiring, installation of handicap ramps, new FOB system and installation of automatic electric doors for handicap access. Some units (those located on the first floor) would become completely handicap accessible in compliance with the ADA.

What are the short-term goals and objectives for the contract period?
To begin design work, bidding and construction.

How will the target population be reached?
Mail, Flyers, Meetings, Notices

How will client eligibility be documented?
Eligibility will be verified by annual recertification.

How will the project be managed and staffed?
Arlington Housing Authority Staff, The Arlington Police, and outside programs.

What is the timetable for delivery of services?

When funding is approved.

1. Budget Information:

a) Total Costs for the Proposed Activity/Project:

All Cost Items for the Activity/Project (Detail ALL Staff positions, support costs, and other expense items associated with the activity/project.)	Anticipated Costs for FY 2015-2016
Drake Village 667-1	\$1,483,333.00
Menotomy Manor Life and Skills	\$900,000.000

Total Cost of the Activity/Project →	\$2,433,333
---	--------------------

b) Show only the Cost items to be paid by the CDBG Grant:

Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2015-2016	Amount
Design & Construction Cost	\$550,000
Total Amount of this Grant Request for FY 2015-2016 →	\$250,000.


c) Total sources of Income for the Proposed Activity, including CDBG funding:

All Sources of Income for this Activity/Project in FY 2015-2016 (for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)	Anticipated Amount from Each Source
Amount of this C.D.B.G. grant request (Same as total of 1.b.) →	\$250,000.
CDBG 2013	\$150,000.
CDBG 2014	\$200,000.
DHCD'S High Leverage Asset Preservation Program (HILAPP)	1,833,333.
Total Funding for the Activity/Project →	\$2,433,333.

CERTIFICATION

I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE.

Signature



Title

Executive Director.

Name

John J. Griffin:



Massachusetts
Housing
Partnership

February 14, 2014

Carol Kowalski
Director of Planning
Town of Arlington
Arlington, MA 02476

Dear Ms. Kowalski,

I am writing to support the Arlington Housing Authority's request for a firm commitment of CDBG funds to leverage state HILAPP funding for the renovation of units at Drake Village.

The Massachusetts Housing Partnership (MHP) is assisting the Department of Housing and Community Development in the HILAPP program administration. As you know from the housing authority's previous application, HILAPP is a limited state funding program created to leverage local funding and support the rehabilitation of state public housing. MHP is coordinating technical assistance to support housing authorities that have applied for funding and have strong project concepts but need additional assistance to finalize a detailed capital improvement plan.

The Arlington Housing Authority's application is unique and its timing important as the state explores how to expand and deepen services to seniors in public housing, allowing them to age in place longer. Drake Village is physically the perfect setting to further elevate what the housing authority is doing and enhance a supportive senior village for some of our most vulnerable citizens. The units at Drake Village are not designed for seniors using wheelchairs or walkers and the goal is to adapt as many units as needed.

To help assess the capital improvement needs and the supportive service delivery, MHP has contracted with Recap Advisors to work with the Arlington Housing Authority. Recap Real Estate Advisors is an affordable housing consulting firm based in Boston with national experience working with housing authorities around all of the issues the Arlington Housing Authority is looking to address.

I hope the Town of Arlington can help leverage state dollars to assist the AHA to create the best possible living situation for elders at Drake Village.

I am happy to answer any specific questions that you may have.

Sincerely,

Susan Connelly
Director
Community Housing Initiatives

160 Federal Street
Boston, Massachusetts 02110
Tel: 617-330-9955
Fax: 617-330-1919

462 Main Street
Amherst, Massachusetts 01002
Tel: 413-253-7379
Fax: 413-253-3002

www.mhp.net



Commonwealth of Massachusetts
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT

Deval L. Patrick, Governor ♦ Aaron Gornstein, Undersecretary

February 18, 2014

Mr. John J. Griffin, Jr., Executive Director
Arlington Housing Authority
4 Winslow St.
Arlington, MA 02474-3062

RE: HILAPP Project Proposal 667-01 Drake Village

Dear Mr. Griffin:

On August 21, 2013, the Department of Housing and Community Development (DHCD) granted a semi-finalist designation to the Arlington Housing Authority for its \$2.7M High Leverage Asset Preservation Program (HILAPP) proposal to modernize and rehabilitate the Drake Village (667-01) state public housing development. I am writing today to confirm DHCD's continued support for this important project and to further elaborate on status of HILAPP funding.

HILAPP awards extra capital improvement funds to the state's most distressed public housing developments in situations where the housing authority can secure at least 33% of the budget from matching funds (50 cents for every DHCD dollar). Most HILAPP applicants did not have matching funds in-hand at the time of June 2013 application deadline, and so DHCD has made conditional commitments to fund projects so long as the applicant presented a viable scope of work and a reasonable plan for securing match sources.

The Arlington Housing Authority presented a strong HILAPP proposal for the Drake Village rehabilitation project, which proposes to increase handicap accessibility, renovate kitchen and baths, install energy efficient appliances, replace windows, hardwire smoke detectors, and upgrade electrical wiring. As a result, DHCD has not only given the project semi-finalist status, but also funded the technical assistance needed to further refine the scope with support from consultants from Recap Advisors, secured through the Massachusetts Housing Partnership.

Once the Arlington Housing Authority has:

- Finalized a DHCD-approved scope of work,
- Proposed a viable financing plan, and
- Secured firm funding commitments from non-state sources (currently anticipated as the local CDBG and/or HOME programs)

then DHCD expects to issue, subject to appropriation, a commitment of HILAPP capital funding for up to two-thirds of the project budget, with an immediate partial award to complete design and produce a DHCD-approved bid set of plans and specifications. Once the AHA receives construction bids within the approved budget, DHCD will supplement the partial award with additional funds to cover up to two-thirds of the project's total development cost.

Thank you again for your commitment to preserve public housing and promote enhanced services and supports to seniors in public housing. If you or the Town has any questions about this process, please contact Amy Stitely, Director of Policy and Program Development at 617-573-1156.

Sincerely,

A handwritten signature in black ink, appearing to read "Lizbeth Heyer".

Lizbeth Heyer
Associate Director for Public Housing and Rental Assistance

F.1. Letter of Support from the Town of Arlington



TOWN OF ARLINGTON
MASSACHUSETTS 02476
781 - 316 - 3090

DEPARTMENT OF PLANNING and
COMMUNITY DEVELOPMENT

March 20, 2014

Susan Connelly
Massachusetts Housing Partnership
16 Federal Street
Boston, MA 02110

Dear Ms. Connelly,

I write this letter in strong support of the Arlington Housing Authority's application for HILAPP funds. Arlington strongly supports affordable housing construction and retention. The Town works very closely with the Housing Authority in support of the units and services they provide to our low and moderate income community. The Town annually sets aside funds for AHA to maintain and expand their supply of affordable housing, and to their Outreach, After School and Homework Support programs.

In the past the Town has allocated funds to the AHA in support of their housing programs. Last year AHA received \$50,000 in CDBG funds. While we cannot commit future years' funding because of its uncertainty, it is likely that the Town would support an application to renovate the existing units at Drake Village and the Hauser Building. The high leverage ratio of a project with HILAPP funds would be considered favorably.

Thank you for considering this application from the Arlington Housing Authority. Please let me know if I can provide you with any other information about the Town's support for the project, our CDBG funding, or our affordable housing programs.

Sincerely,

A handwritten signature in black ink, appearing to read "Carol Kowalski", written over a horizontal line.

Carol Kowalski
Director of Planning

H. Letter from Tenant Council

Drake Village Tenants Association
37 Drake Road
Arlington, MA 02476

March 19, 2014

RE: Arlington Housing Authority HILAPP application

The Drake Village Tenants Association is a Local Tenant Organization of the Arlington Housing Authority that includes the properties at the Hauser Building and Drake Village Cottages, namely 37 Drake Road, Arlington, MA 02476.

The Drake Village Tenants Association supports the Arlington Housing Authority's application for HILAPP funding for the Hauser building so it is incorporated into the comprehensive development of the entire Drake Village Complex.

Sincerely,



Graciela Correa, President
Drake Village Tenants Association



4 Winslow Street, Arlington, MA 02474 p: 781-646-3400 f: 781-646-0496

March 31, 2014

Susan Connelly, Director of Community Housing Initiatives
Massachusetts Housing Partnership
160 Federal Street
Boston, MA 02110

RE: High Leverage Asset Preservation Program (HILAPP)

Dear Ms. Connelly:

I am pleased to submit the Arlington Housing Authority's (AHA's) application for the High Leverage Asset Preservation Program (HILAPP) developed by DHCD and managed by the Massachusetts Housing Partnership (MHP).

This proposal is for the Hauser Building, a 144-unit elderly and disabled development that is physically and socially integrated with another 667 property in our portfolio, Drake Village. Together these two developments comprise a campus that AHA refers to as the Drake Village Complex. The Hauser Building is a brick mid-rise, housing community spaces, laundry facilities, and property management staff that serve its residents, and the residents of the surrounding Drake Village cottages.

In 2013, AHA submitted a HILAPP application for the comprehensive modernization of the Drake Village cottages and is currently receiving technical assistance for the revision of that application. That application did not include the Hauser Building, even though these two properties operate as one campus. Facilities, amenities, and social calendars are shared between the sites, and the buildings are seen as one continuous campus by AHA, residents, and visiting service providers. Addressing the capital needs of the entire campus in a cohesive manner would yield positive results for all of those stakeholders.

Among those outcomes would be even greater outcomes for aging residents. Drake Village Complex's Supportive Housing Initiative (SHI) program has allowed many residents to enjoy healthy, productive, and happy lives long past the age at which many seniors are forced to move into nursing care. However, AHA feels it could deliver even stronger results if it were able to make the capital improvements outlined in this proposal. Improved features such as step-in showers foster more long-term independence, while added medical and fitness equipment allow existing service providers to offer greater benefits to residents.

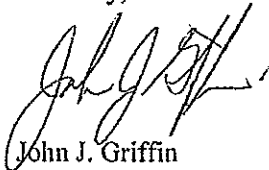
Should AHA receive a HILAPP award, it would allow the housing authority to renovate the kitchens and bathrooms of all 144 units, improving accessibility and maneuverability for residents. It would also permit major improvements and additions to the common features of the building, such as a medical office for visiting care providers, a computer lab, and better exercise equipment specifically designed for geriatric users.

Funding would also support AHA's continuing efforts to improve energy efficiency throughout the portfolio. Over the past five years, AHA has spent over \$750,000 in energy efficiency upgrades including low-flow toilets, new hot water and boiler systems, energy efficient refrigerators, automated and controlled thermostats, converted oil heating systems to gas boilers. Yet windows at the Drake Village Campus are over thirty years old, and many appliances are outdated and inefficient. HILAPP funds would bring this campus into line with AHA's portfolio-wide goals.

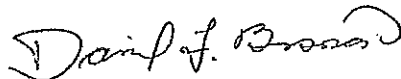
We appreciate the partnership between DHCD, MassNAHRO and MHP to develop a program that complements the Formula Funding program and gives local housing authorities access to funds to modernize our housing developments. We hope you consider the Arlington Housing Authority's proposal as a continued sustainable, cost-effective and sufficient use of the funds.

If you should have any questions, please do not hesitate to contact me at jgriffin@arlingtonhousing.org or 781-646-3400 x16.

Sincerely,



John J. Griffin
Executive Director



Daniel Brosnan
Chairman of Board of Commissioners



**Arlington Housing Authority
Tenant Statistical Summary Report
Menotomy Manor**

As of January 22, 2015

Number of Persons in Household		
Household Size	Total Families	%
1	9	5.17%
2	50	28.74%
3	49	28.16%
4	39	22.41%
5	22	12.64%
6	4	2.30%
7	1	0.57%
Total Families:	174	

Citizenship Composition of Household		
Citizenship	Total Members	%
Eligible Citizen	540	97.47%
Eligible NonCitizen	14	2.53%
Total Citizenships:	554	

Racial Composition of Household		
Primary Race (Non Hispanic)	Total Members	%
White	326	58.84%
Black	95	17.15%
Indian	7	1.26%
Asian	126	22.74%
Total (Non Hisp) Members:	554	

Ethnicity Composition of Household		
Ethnicity	Total Members	%
Non Hispanic	474	85.56%
Hispanic	80	14.44%
Total Members:	554	

Number of Adults in Household		
Number Adults	Total Families	%
1	49	28.16%
2	87	50.00%
3	25	14.37%
4	12	6.90%
5	1	0.57%
Total Families:	174	

Number of Children in Household		
Number Children	Total Families	%
0	61	35.06%
1	54	31.03%
2	38	21.84%
3	14	8.05%
4	5	2.87%
5	1	0.57%
6	1	0.57%
Total Families:	174	

Employed Adults in Household		
Number Employed Adults	Total Families	%
0	41	23.56%
1	97	55.75%
2	33	18.97%
3	3	1.72%
Total Families:	174	

Number of Relationships in Household		
Relationship	Total Members	%
Other Adult	71	12.82%
Full-Time Student 18+	32	5.78%
Head	174	31.41%
Co-Head	25	4.51%
Spouse	48	8.66%
Other Youth Under 18	204	36.82%
Total Relationships:	554	

Age of Male Family Members		
Age	Total Members	%
0 - 4	18	8.96%
5 - 13	40	19.90%
14 - 17	16	7.96%
18 - 24	14	6.97%
25 - 44	55	27.36%
45 - 59	38	18.91%
60 - 64	6	2.99%

Age of Female Family Members		
Age	Total Members	%
0 - 4	26	7.37%
5 - 13	68	19.26%
14 - 17	35	9.92%
18 - 24	56	15.86%
25 - 44	77	21.81%
45 - 59	72	20.40%
60 - 64	11	3.12%

65 - 69	7	3.48%
70 - 74	2	1.00%
75 - 79	5	2.49%
80 & Over	0	0.00%
Total Male Members:	201	

65 - 69	3	0.85%
70 - 74	2	0.57%
75 - 79	2	0.57%
80 & Over	1	0.28%
Total Female Members:	353	

Age of Male Head of Households		
Age	Total Families	%
< 18	0	0.00%
18 - 24	0	0.00%
25 - 44	23	42.59%
45 - 59	20	37.04%
60 - 64	2	3.70%
65 - 70	6	11.11%
71 & Over	3	5.56%
Total Families:	54	

Age of Female Head of Households		
Age	Total Families	%
< 18	0	0.00%
18 - 24	2	1.67%
25 - 44	49	40.83%
45 - 59	58	48.33%
60 - 64	8	6.67%
65 - 70	2	1.67%
71 & Over	1	0.83%
Total Families:	120	

Household Income		
Annual Income	Total Families	%
0 - 4,999	7	4.02%
5,000 - 9,999	16	9.20%
10,000 - 14,999	19	10.92%
15,000 - 19,999	20	11.49%
20,000 - 24,999	21	12.07%
25,000 - 34,999	33	18.97%
35,000 - 44,999	34	19.54%
45,000 - 999,999	24	13.79%
Total Families:	174	

Source of Household Income		
Source of Income	Total Members	%
Child Support	23	6.48%
Federal Wage	3	0.85%
General Assistance	10	2.82%
Medical Reimbursement	2	0.56%
Other Nonwage Sources	7	1.97%
Other Wage	196	55.21%
Pension	5	1.41%
Social Security	60	16.90%
SSI	45	12.68%
TANF Assistance	3	0.85%
Unemployment Benefits	1	0.28%
Total Income Sources:	355	

Positive Tenant Rent Ranges		
Rent Range	Total Families	%
0 - 49	4	2.30%
50 - 79	2	1.15%
80 - 99	5	2.87%
100 - 149	7	4.02%
150 - 199	5	2.87%
200 - 99,999	151	86.78%
Total Families:	174	

Negative Tenant Rent Ranges		
Rent Range	Total Families	%
(1) - (49)	0	0.00%
(50) - (79)	0	0.00%
(80) - (99)	0	0.00%
(100) - (149)	0	0.00%
(150) - (199)	0	0.00%
(200) - (99,999)	0	0.00%
Total Families:	0	

Voucher/Bedroom Size		
Size	Total Families	%
2	93	53.45%
3	81	46.55%
Total Families:	174	

Unit Structure Type (Section 8 Only)		
Structure Type	Total Families	%
Unknown	0	#NUM!
Total Structure Types:	0	

Member Status		
Status	Total Members	%
Non Elderly / Non Disabled	496	89.53%
Elderly/ Non Disabled	28	5.05%
Non Elderly / Disabled	25	4.51%
Elderly / Disabled	5	0.90%
Total Members:	554	

Single Household		
	Total Families	%
Single Household	9	5.17%

Arlington Housing Authority Tenant Statistical Summary Report

Drake Village, Chestnut Manor, Cusack Terrace, Winslow Towers, Hauser Building

As of January 22, 2015

Number of Persons in Household		
Household Size	Total Families	%
1	455	87.50%
2	65	12.50%
Total Families:	520	

Racial Composition of Household		
Primary Race (Non Hispanic)	Total Members	%
White	466	79.66%
Black	18	3.08%
Indian	2	0.34%
Asian	99	16.92%
Total (Non Hisp) Members:	585	

Number of Adults in Household		
Number Adults	Total Families	%
1	455	87.50%
2	65	12.50%
Total Families:	520	

Employed Adults in Household		
Number Employed Adults	Total Families	%
0	448	86.15%
1	72	13.85%
Total Families:	520	

Age of Male Family Members		
Age	Total Members	%
0 - 4	0	0.00%
5 - 13	0	0.00%
14 - 17	0	0.00%
18 - 24	0	0.00%
25 - 44	3	1.26%
45 - 59	25	10.50%
60 - 64	28	11.76%
65 - 69	31	13.03%
70 - 74	40	16.81%
75 - 79	51	21.43%
80 & Over	60	25.21%
Total Male Members:	238	

Age of Male Head of Households		
Age	Total Families	%
< 18	0	0.00%
18 - 24	0	0.00%
25 - 44	3	1.60%

Citizenship Composition of Household		
Citizenship	Total Members	%
Eligible Citizen	514	87.86%
Eligible NonCitizen	70	11.97%
Pending Verification	1	0.17%
Total Citizenships:	585	

Ethnicity Composition of Household		
Ethnicity	Total Members	%
Non Hispanic	567	96.92%
Hispanic	18	3.08%
Total Members:	585	

Number of Children in Household		
Number Children	Total Families	%
0	520	100.00%
Total Families:	520	

Number of Relationships in Household		
Relationship	Total Members	%
Other Adult	2	0.34%
Head	520	88.89%
Spouse	63	10.77%
Total Relationships:	585	

Age of Female Family Members		
Age	Total Members	%
0 - 4	0	0.00%
5 - 13	0	0.00%
14 - 17	0	0.00%
18 - 24	0	0.00%
25 - 44	3	0.86%
45 - 59	36	10.37%
60 - 64	34	9.80%
65 - 69	47	13.54%
70 - 74	62	17.87%
75 - 79	52	14.99%
80 & Over	113	32.56%
Total Female Members:	347	

Age of Female Head of Households		
Age	Total Families	%
< 18	0	0.00%
18 - 24	0	0.00%
25 - 44	3	0.90%

45 - 59	20	10.70%
60 - 64	22	11.76%
65 - 70	31	16.58%
71 & Over	111	59.36%
Total Families:	187	

45 - 59	34	10.21%
60 - 64	33	9.91%
65 - 70	59	17.72%
71 & Over	204	61.26%
Total Families:	333	

Household Income		
Annual Income	Total Families	%
0 - 4,999	30	5.77%
5,000 - 9,999	42	8.08%
10,000 - 14,999	165	31.73%
15,000 - 19,999	114	21.92%
20,000 - 24,999	75	14.42%
25,000 - 34,999	57	10.96%
35,000 - 44,999	25	4.81%
45,000 - 999,999	12	2.31%
Total Families:	520	

Source of Household Income		
Source of Income	Total Members	%
Child Support	1	0.10%
Federal Wage	10	1.03%
General Assistance	37	3.81%
Other Nonwage Sources	56	5.77%
Other Wage	69	7.11%
Pension	202	20.82%
Social Security	419	43.20%
SSI	173	17.84%
TANF Assistance	3	0.31%
Total Income Sources:	970	

Positive Tenant Rent Ranges		
Rent Range	Total Families	%
0 - 49	4	0.77%
50 - 79	3	0.58%
80 - 99	5	0.96%
100 - 149	22	4.23%
150 - 199	14	2.69%
200 - 99,999	472	90.77%
Total Families:	520	

Negative Tenant Rent Ranges		
Rent Range	Total Families	%
(1) - (49)	0	0.00%
(50) - (79)	0	0.00%
(80) - (99)	0	0.00%
(100) - (149)	0	0.00%
(150) - (199)	0	0.00%
(200) - (99,999)	0	0.00%
Total Families:	0	

Voucher/Bedroom Size		
Size	Total Families	%
0	1	0.19%
1	519	99.81%
Total Families:	520	

Unit Structure Type (Section 8 Only)		
Structure Type	Total Families	%
Unknown	0	#NUM!
Total Structure Types:	0	

Member Status		
Status	Total Members	%
Non Elderly / Non Disabled	2	0.34%
Elderly/ Non Disabled	489	83.59%
Non Elderly / Disabled	65	11.11%
Elderly / Disabled	29	4.96%
Total Members:	585	

Single Household		
	Total Families	%
Single Household	455	87.50%



Town of Arlington, Massachusetts

Arlington Cultural Council

Summary:

Jeff Timperi (term to expire 1/31/2018)

ATTACHMENTS:

Type

Description

Backup Material

Arlington Cultural Council recommendation,
Timperi resume, Meeting notice

MEMO

Date: January 15, 2015
To: Selectmen's Office / Town of Arlington
From: Recording Secretary / Arlington Cultural Council
Re: Appointment of new member to the Arlington Cultural Council

At its monthly business meeting on January 12, 2015, the Arlington Cultural Council unanimously approved the appointment of a new council member whose first terms begin immediately and expires in three years.

Name: Jeff Timperi
Address: 591 Summer St, Arlington, MA 02474
Phone: 617.852.5496
Email: jeff.timperi@gmail.com

Jeff's resume is attached for your reference. Thanks very much for your assistance.

Jeffrey D. Timperi
591 Summer St, Arlington, MA 02474
Tel. 617.852.5496; E-mail: jeff.timperi@gmail.com

Professional Experience

March 2011 to Present
Massachusetts Emergency Management Agency
Manager, Project Management Office

Currently, I am responsible for:

- Management and administration of several FEMA and US DOT grants (approximately \$7M annually) received by MEMA. These duties include application development, project management oversight, tracking and reporting on fiscal/project progress, and identification and resolution of underperforming projects;
- Managing MEMA's community sub-grant process (approximately \$2M annually) and supervising two grant management coordinators;
- Managing MEMA's Citizen Corps Program (CCP) and supervision of the CCP Coordinator. This involves working with federal, state, and local partners to coordinate statewide activities and develop related best practices for use at the local level; and
- Direct management of various special projects.

December 2006 to March 2011, Assistant Director
MA Executive Office of Public Safety and Security, Homeland Security Division
Boston, MA

In this position, I was responsible for:

- Direct management and administration of approximately \$9M in federal port security grant funding, which involved engaging with multiple federal, state, and local stakeholders to develop plans, establish funding priorities, procure good/services via an RFP process, and managing the resulting contracts;
- Oversight of various management and administrative duties related to several federal homeland security grant programs with an approximate total of \$50M;
- Coordination of statewide efforts related to homeland security trainings and exercises;
- Preparing high-level briefings for management staff and the Undersecretary of Homeland Security. Briefing papers typically focused on policy/program analysis or funding recommendations; and
- Direct supervision of five employees

**May 2004 to December 2006, Behavioral Health and Populations with Special Needs
Liaison**

**MA Department of Public Health, Center for Emergency Preparedness
Boston, Massachusetts**

In this role, I was responsible for:

- Acting as a liaison between the Massachusetts Department of Public Health (MDPH) and the Massachusetts Department of Mental Health (MDMH) to coordinate statewide disaster behavioral health planning between our agencies;
- Managing all emergency preparedness initiatives within MDPH relating to individuals with access and functional needs;
- Administrative coordination with MDMH to manage a \$950,000 interagency service agreement related to disaster behavioral health initiatives; and
- Engaging in outreach and educational activities with other government and non-governmental agencies around related planning initiatives.

Education

University of Massachusetts at Boston, December 2013

Practical Project Management course

M.P.A., Suffolk University, 1999

Boston, Massachusetts

Master in Public Administration

B.A., Westfield State College, 1995

Westfield, Massachusetts

Bachelor of Arts (Music)

Volunteer Activities

The Paulist Center, Wednesday Night Supper Club

Awards

Council of State Governments, Henry Toll Fellow 2008

OFFICE OF THE BOARD OF SELECTMEN

STEVEN M. BYRNE, CHAIR
JOSEPH A. CURRO, JR., VICE CHAIR
KEVIN F. GREELEY
DIANE M. MAHON
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

January 15, 2015

Jeff Timperi
591 Summer Street
Arlington, MA 02474

Re: Appointment: 'Arlington Cultural Council

Dear Mr. Timperi:

As a matter of the standard appointment procedure, the Board of Selectmen requests that you attend a meeting of the Board of Selectmen at Town Hall, Selectmen's Chambers, 2nd Floor, 730 Massachusetts Avenue, on Monday, January 26th at 7:15 p.m.

It is a requirement of the Board of Selectmen that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with either Mary Ann or Fran at the above number.

Thank you.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka
Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Transportation Advisory Commitee

Summary:

Seth Federspiel (term to expire 12/31/2018)

ATTACHMENTS:

Type	Description
<input type="checkbox"/> Backup Material	TAC recommendation to appoint, Federspiel cover letter and resume, Meeting notice



TRANSPORTATION ADVISORY COMMITTEE

Arlington Planning Department, 730 Mass Ave,
Arlington MA, c/o Laura Wiener

To: Board of Selectmen, Arlington, MA

From: Transportation Advisory Committee (TAC)

Subject: Nomination of Seth Federspiel to Full Membership

Date: 10 December 2014

The Executive Committee of the TAC respectfully requests that the Board of Selectmen appoint Seth Federspiel to replace Rich Turcotte, who resigned in November, as a full voting member of the TAC. Seth is currently a non-voting Associate and lives in East Arlington. He has been an enthusiastic member of the TAC since being appointed as an Associate and the Executive Committee feels he will contribute greatly to TAC's activities. We would move current at-large member Melissa Laube to fill the open Precinct 8-14 seat (Melissa resides in Precinct 13) and have Seth assume Melissa's current at-large seat.

Respectfully submitted,

Howard Muise, TAC Chairman

Transportation Advisory Committee Members:

Wayne Chouinard, John Hurd, Melissa Laube, Jeff Maxtutis, Marjorie Moores, Howard Muise,
Officer Corey Rateau, Jeanette Rebecchi, Scott Smith, and Laura Wiener

Web site; www.arlingtonma.gov/tac

Seth Federspiel

<http://www.linkedin.com/in/federspiel>

21 Lafayette St., Arlington, MA 02474

Seth.Federspiel@gmail.com • (401) 323-3084

Arlington Board of Selectmen
730 Massachusetts Ave.
Arlington, MA 02476

June 20, 2014

Dear Board of Selectmen,

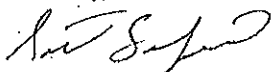
I am writing in application to the Associate Member position on the Transportation Advisory Committee. Having moved to East Arlington with my wife about a year ago, I am eager to continue getting involved in the community and believe I represent the young families who will enliven Arlington for years to come. I have always been interested in all forms of transportation and as someone who regularly walks, bikes, takes transit, and drives, I can relate to the full spectrum of users and issues around transportation in our community. My goal is to help make Arlington a stronger community by encouraging transportation that is both safe and enabling of a high quality of life.

Effective transportation is vital to the success of all communities. Whether for commerce, daily needs, or leisure, people and goods need to be able to get around safely and efficiently. The intertwined nature of transportation networks both within and between neighborhoods and towns makes designing effective transportation systems both challenging and full of opportunity. Building off extensive work on municipal sustainability, I believe in the concept of "livable" communities which are focused on people and provide them with the services they need to be happy and successful, of which transportation is one. Through training and my own experience, I have seen that the Millennials and Baby Boomers driving current trends in municipal design are seeking the ready accessibility to a variety of services and amenities that is found in communities which embrace integrative approaches to their transportation systems.

I am excited to see Arlington making the effort to involve its citizens in the planning and decision making processes around these themes through the Transportation Advisory Committee, and believe I can contribute valuable perspectives, energy and experience. At MassDEP, I work to implement holistic approaches to protecting the health of both people and the environment in Massachusetts while remaining cognizant of practical needs and limitations, much as those which apply to transportation systems. In my free time, I have been volunteering with the Massachusetts Bicycle Coalition to help promote safe and equitable use of transportation infrastructure by all users. Graduate level transportation planning classes and workshops along with professional environmental policy analysis and development have given me a variety of creative ideas to approaching complicated transportation challenges. Significant teaching and outreach experience enables me to effectively communicate complex concepts to a variety of stakeholders. I would eagerly apply these ideas and skills to recent TAC topics such as the Jason St. traffic study and Safe Routes to School Initiative.

As someone looking to invest and give back to my community over the long term, I see the Transportation Advisory Committee as an ideal opportunity for me to apply my interests, experience, and enthusiasm in making Arlington a better, safer place in which to get around and live. I would be happy to discuss my interest in the Associate Member position further and look forward to being in touch in the coming weeks.

Sincerely,



Seth Federspiel

Seth Federspiel

21 Lafayette St., Arlington, MA 02474

<http://www.linkedin.com/in/federspiel>

Seth.Federspiel@gmail.com • (401) 323-3084

EDUCATION AND TRAINING

University of Michigan School of Natural Resources and Environment (Ann Arbor, MI)

- Master of Science, Natural Resources and Environment: Environmental Policy and Planning April 2012

Brown University (Providence, RI)

- Bachelor of Arts with Honors: Environmental Science May 2007

Transportation Planning Workshops and Courses

- Bike Infrastructure Planning and Design Workshop (Northeastern University)
- TransportationCamp New England 2014 (Massachusetts Institute of Technology)
- Massachusetts Sustainable Communities Conference: Systems and Solutions (University of Massachusetts)
- Transportation and Land Use Planning; Transportation, Energy and Climate Policy (University of Michigan)

WORK EXPERIENCE

Massachusetts Department of Environmental Protection,
Environmental Analyst (Boston, MA)

September 2013 to Present

- Manage the Massachusetts Greenhouse Gas Reporting Program for large emitters including power plants, factories, and institutions, including GHG data collection, analysis, and program planning and support
- Contribute to analysis and development of long-term climate policy, such as regulations of stationary source greenhouse gas emissions under Section 111 of the Clean Air Act, to meet MA climate change goals
- Develop new regulations to limit emissions of high global warming-potential gases such as refrigerants and fluorinated gases, including stakeholder outreach and engagement

U.S. Department of Energy, Energy Efficiency and Renewable Energy (EERE) Office of Strategic Programs, Policy and Analysis Fellow (Washington, DC)

September 2012 to August 2013

- Develop and implement the outreach component for EERE's Transportation Energy Futures study, including composition of outreach materials, organization of briefings and webinars, and management of stakeholder engagement in collaboration with the EERE Communications team
- Encourage and accelerate the deployment of advanced technology vehicles by analyzing data and policy options to overcome market barriers and performing outreach support for EERE's EV-Everywhere Grand Challenge and Clean Cities technical assistance program

Massachusetts Clean Energy Center (CEC), Wind Team Fellow (Boston, MA)

Summer 2012

- Co-developed and implemented new Community Energy Strategies program to provide technical support to MA municipalities in understanding, analyzing, and maximizing utilization of local clean energy resources in context of MA air pollution regulations and policies

Michigan Green Communities Network, Master's Project Group Member (Ann Arbor, MI)

Spring 2011 to 2012

- Co-led policy focus within interdisciplinary team to strengthen Michigan Green Communities Network
- Rebuilt Green Communities Challenge reporting program to incentivize municipal sustainability initiatives
- Analyzed and developed funding sources, outreach strategies, and partnerships to support goals
- Organized and implemented three regional workshops to share tools and engage network member cities

E.W. Thurston Middle School, 7th Grade Science Teacher (Westwood, MA)

August 2007 to June 2010

- Planned, instructed, and graded five class sections (26 students each) on life, earth, & physical science topics
- Proposed, developed, and taught original climate change science curricular unit

VOLUNTEER EXPERIENCE

Massachusetts Bicycle Coalition (Boston, MA)

Fall 2013 to Present

Young Professionals in Transportation (Boston, MA)

Fall 2013 to Present

Washington Area Bicyclist Association (Washington, DC)

September 2012 to August 2013

Cambridge Climate Congress (Cambridge, MA)

Fall 2009 to Summer 2010

OFFICE OF THE BOARD OF SELECTMEN

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DIANE M. MAHON
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

January 13, 2015

Seth Federspiel
21 Lafayette Street
Arlington, MA, 02474

Re: Appointment: Transportation Advisory Committee

Dear Mr. Federspiel:

As a matter of the standard appointment procedure, the Board of Selectmen requests that you attend a meeting of the Board of Selectmen at Town Hall, Selectmen's Chambers, 2nd Floor, 730 Massachusetts Avenue, on Monday, January 26th at 7:15 p.m.

It is a requirement of the Board of Selectmen that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with either Mary Ann or Fran at the above number.

Thank you.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Request: Common Victualler License

Summary:

Northender Italian Kitchen, 1345 Massachusetts Ave., Eyad Haddadeen

ATTACHMENTS:

Type	Description
<input type="checkbox"/> Backup Material	application

LICENSE APPLICATION REPORT

Type of License: Common Victualler License

Name of Applicant: Eyad Haddadeen d/b/a Northender Italian Kitchen

Address: 1345 Mass. Ave.

The following Departments have **no objections** to the issuance of said license:

- Police X
- Fire
- Health
- Building
- Planning

The following Departments have **no objections** but have made comments or conditions regarding the issuance of said license: (see attached)

- Police
- Fire X
- Health X
- Building X
- Planning X

The following Departments have **objections** to the issuance of said license:
(see attached)

- Police
- Fire
- Health
- Building
- Planning

ARLINGTON POLICE DEPARTMENT

Frederick Ryan
Chief of Police



POLICE HEADQUARTERS
112 Mystic Street
Telephone 781-316-3900

Town of Arlington
MASSACHUSETTS 02474

January 16, 2015

On Friday, January 16, 2015 at 12:45 PM, I called and spoke with Eyad Haddadeen regarding this application for a Common Victualler License for the Northender Italian Kitchen, located at 1345 Mass. Ave. Mr. Haddadeen stated that this will be his first time owning a business but has work in the food industry for years. Mr Haddadeen stated that he will be the owner as well as working in the restaurant in the day to day operations. Mr. Haddadeen stated that he will not be serving alcohol at this time. Mr. Haddadeen plans on opening up at the end of January into February.

I advised Mr. Haddadeen that the Board of Selectmen may be conducting C.O.R.I and S.O.R.I checks during the application process.

Pending the checks conducted by the Board of Selectmen's Office, Arlington Police Dept. is not aware of any law enforcement or public safety reasons to object to the Common Victuallers License for the Northender Italian Kitchen.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Edward DeFrancisco".

Detective Edward DeFrancisco

A handwritten signature in cursive script that reads "Eyad Haddadeen".

Signature

1/20/15
Date

"Proactive and Proud"

RECEIVED
SELECTMEN'S OFFICE
JAN 21 12 07 PM '15

BOARD OF SELECTMEN
TOWN OF ARLINGTON - INSPECTION REPORT

Report is due at the Office of the Board of Selectmen by, **January 21, 2015**
ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 1345 Massachusetts Ave
Applicant's Name: Eyad Haddadeen
D/B/A: Northender Italian Kitchen
Telephone: 978 235-3989
Department: Sent Interoffice Mail & E-mail
Date: 1/16/15

MEETING DATE: JANUARY 26, 2015

Departments:

RE: COMMON VICTUALLER
(NOTE: Formerly Bill's House of Pizza)

- Police
- Fire
- Board of Health
- Building
- Planning

Comments by each Division or Department: *install or maintain all Fire protection devices, equipment, and systems in accordance with current building code for occupancy type.*

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Name: Eyad Haddadeen

Date: 1/20/15

BOARD OF SELECTMEN
Town of Arlington – Inspection Report

Report is due at the Office of the Board of Selectmen by, **January 21, 2015**
ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 1345 Massachusetts Ave
Applicant's name: Eyad Haddadeen
D/B/A: Northender Italian Kitchen
Telephone: 978 235-3989

Department: Sent Interoffice Mail & E-mail

Date: 1/16/15

MEETING DATE: 7/26/15

Department: Building Inspections

Re: COMMON VICTUALLER

Fire
Police
Board of Health
Building
Planning

Comments by each Division or Department:

The Building Department has no objections to issuing this license as long as all of the following conditions are complied with:

Building

All building changes need building permits.
All sign changes need approval and sign permit.
Window signs cannot exceed 25% of window or fines will be levied.
Certificate of Occupancy is needed - \$36.00 fee.
The Director of Inspectional Services has no objection to the issuance/renewal of this license.

Plumbing

The Inspector of Plumbing and Gasfitting has no objection to the issuance/renewal of this license.
All Plumbing and Gasfitting work requires that permits be obtained from this office for their respective trades by licensed contractors.

Electrical

The Inspector of Wires has no objection to the issuance/renewal of this license.
The applicant acknowledges that this is a conditional approval of the premises only and is not to be construed as approval by the Inspector of Wires of concealed electrical wiring. Any new wiring must conform to the Mass. Electrical Code. Notify the Inspector of Wires in accordance with Chapter 143, Section 3L.

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Name: *Eyad Haddadeen*
Date: *1/20/15*

**BOARD OF SELECTMEN
TOWN OF ARLINGTON - INSPECTION REPORT**

Report is due at the Office of the Board of Selectmen by, **January 21, 2015**
ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 1345 Massachusetts Ave
Applicant's Name: Eyad Haddadeen
D/B/A: Northender Italian Kitchen
Telephone: 978 235-3989
Department: Sent Interoffice Mail & E-mail Date: 1/16/15

MEETING DATE: January 26, 2015

Departments:

RE: COMMON VICTUALLER
(NOTE: Formerly Bill's House of Pizza)

Board of Health

Comments by each Division or Department:

The Office of the Board of Health has reviewed the plans for this establishment. A conditional approval letter was issued on January 15, 2015. The establishment has complied with the conditions outlined in the conditional approval letter and completed a successful pre-operational inspection on January 16, 2015. Should the applicant garner the requisite approvals from other Town departments, this Office will issue a 2015 Permit to Operate a Food Establishment upon receipt of a completed annual permit application and associated fee.

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Name: Eyad Haddadeen
Date: 1/20/15

BOARD OF SELECTMEN

TOWN OF ARLINGTON - INSPECTION REPORT

Report is due at the Office of the Board of Selectmen by January 21, 2015

ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 1345 Massachusetts Avenue

Applicant's Name: Eyad Haddadeen

D/B/A: Northender Italian Kitchen

Telephone: 978-235-3989

Department: Sent Interoffice Mail & E-mail

Date: 1/16²⁰/15

MEETING DATE 7/28/14

Inspected By: *Ted Fields 1.20.2015*

Departments: RE: Common Victualler

(Note: Formerly Bill's House of Pizza)

Police

Fire

Board of Health

Building

Planning

Comments by each Division or Department:

The business proposed for this site is a 750 square foot restaurant selling Italian food for consumption on and off the premises from 11am to 10pm Mondays through Sundays. There is proposed seating for 12 patrons with no assigned on-street or off-street parking spaces. It is a small enterprise serving the residential neighborhoods surrounding the Arlington Heights business district (zone B3). It is an appropriate type of business for this setting.

The Dept. of Planning and Community Development has no objection to the amendment of the establishment's Common Victualler's License as requested.

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Name: Eyad Haddadeen

Date: 1/20/15

OFFICE OF THE BOARD OF SELECTMEN

730 Massachusetts Avenue

Town of Arlington

Massachusetts 02476-4908

(781) 316-3020

(781) 316-3029 fax

\$60.00 Filing Fee

APPLICATION

☒ COMMON VICTUALLER LICENSE

☐ FOOD VENDOR LICENSE (Take Out Only)

You must complete an application packet from the Board of Health Department located at 27 Maple St.

You must have the completed application reviewed by the Inspections Department located at 51 Grove St. before filing this application with this office

Location 1345 Mass Ave

Name of Applicant Eyad Haddadeen

Corporate Name (if applicable) Northender Inc

D/B/A Northender Italian Kitchen

Date 11/16/15

I/We hereby agree to conform in all respects to the conditions governing such License as printed in the By-Laws of the Town, and such other rules and regulations as the Selectmen may establish. With the signing of this application, the applicant acknowledges that:

(A) it is understood that the Board is not required to grant the license.

(B) no work is to commence at the premises of the proposed location which is the subject matter of this application until the license is approved by the Board of Selectmen, and, furthermore, any work done is done at the applicant's risk, and

(C) in the event of a proposed sale of a business requiring a Common Victualler License, an application for a transfer of said license will be deemed to be an application for a new license (subject to the rules and regulations herein contained), and the owner of such business shall be required to file with the Board of Selectmen a thirty day notice of his intention to sell same before such application will be acted upon by the Selectmen.

(D) that the license is subject to revocation if the holder of the license does not comply with Town By-Laws or the Rules and Regulations of the Board.

Signature Name Eyad Haddadeen

Signature Name Eyad

Phone: 978-235-3989 Email: ehaddadeen@yahoo.com

Note: (A) If a corporation, state full names and addresses of principal officers.
(B) If a co-partnership, information must be provided on each partner; if a corporation, information must be provided on corporate officer making application.

Name Eyad Haddadeen Name _____
Address 181 School st Address _____
City Acton Ma Zip 01720 City _____ Zip _____
DESCRIPTION OF APPLICANT DESCRIPTION OF APPLICANT
Born in the U.S., Yes _____ No ✓ Born in the U.S., Yes _____ No _____
Born Where Jordan Born Where _____
Date of Naturalization March/09 Date of Naturalization _____
Male or Female Male Male or Female _____
Date of birth [REDACTED] Date of birth _____
Height 5 ft. 10 in. Height _____ ft. _____ in.
Weight 200 Weight _____
Complexion No change Complexion _____
Hair Black Eyes Brown Hair _____ Eyes _____
Mother's Name Nuha Mother's Name _____
Father's Name Na'em Father's Name _____
Wife's Maiden Name Shahad Wife's Maiden Name _____
Photo 1 inch by 1 inch



The Establishment shall operate as:

☐ Sole Ownership ☐ Partnership ☐ Total Number of Partners ☐ Corporation Based in _____
(Once approved, please go to Clerk's Office for Business Certificate)

Corporate Information Required:

President _____

Secretary _____

Treasurer _____

Name Address Zip

INFORMATION RELATIVE TO APPLICATION

Breakfast

Yes ☐ No ☒

Lunch

Yes ☒ No ☐

Dinner

Yes ☒ No ☐

Do you own the property? Yes ☐ No ☒ Tenant At Will ☐ Lease 10 years

Hours of Operation:

Day

Hours

Day

Hours

Day

Hours

Floor Space 750 Sq. Ft. + 650 ^{parking} Seating Capacity (if any) 12

Parking Capacity (if any) spaces Number of Employees 5

List Cooking Facilities (and implements)

Pizza oven, stove, SUB & Grill

Will a food scale be in use for sale of items to the public? Yes ☐ No ☒

Will catering services be provided by you? Yes ☒ No ☐

A copy of the following items must be submitted with the application:

- ☒ 1. Layout Plan of Facility & Fixtures
- ☒ 2. Site Plan (obtained at Bldg. Dept., 51 Grove St.)
- ☒ 3. Outside Facade and Sign Plan (dimensions, color)
- ☒ 4. Menu
- ☒ 5. Maintenance Program

If the facilities are not yet completed, provide estimated cost of work to be done \$

FOR OFFICE USE ONLY

Scheduled Hearing when Application will be presented to Board of Selectmen for approval:

Date Time

Board Action: Approved Yes ☐ No ☐

APPLICANT'S RESUME

Food Business Experience of Applicant

From 2003 to Now
 Employee Walden Italian Kitchen D/B/A _____
 Sole Owner Family member Location _____
 Partnership _____ Type Food Pizza & Pasta
 Corporation _____ Number of Employees _____

From 1989 to 2003
 Employee work at Five stars D/B/A _____
 Sole Owner Hotel in Jordan Location _____
 Partnership _____ Type Food _____
 Corporation Regency Palace Number of Employees _____

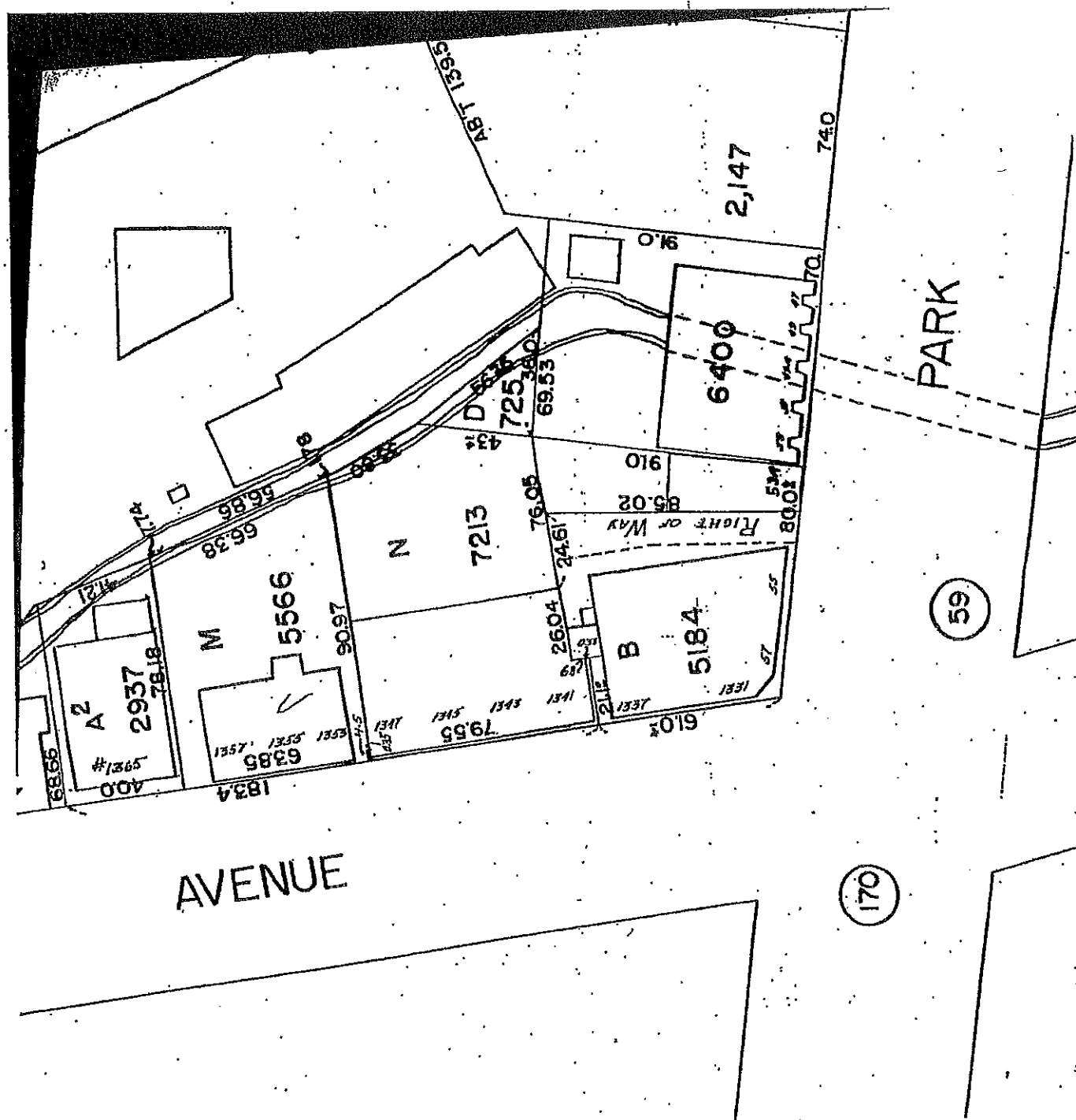
List any other information that you feel will assist in the review of this application.

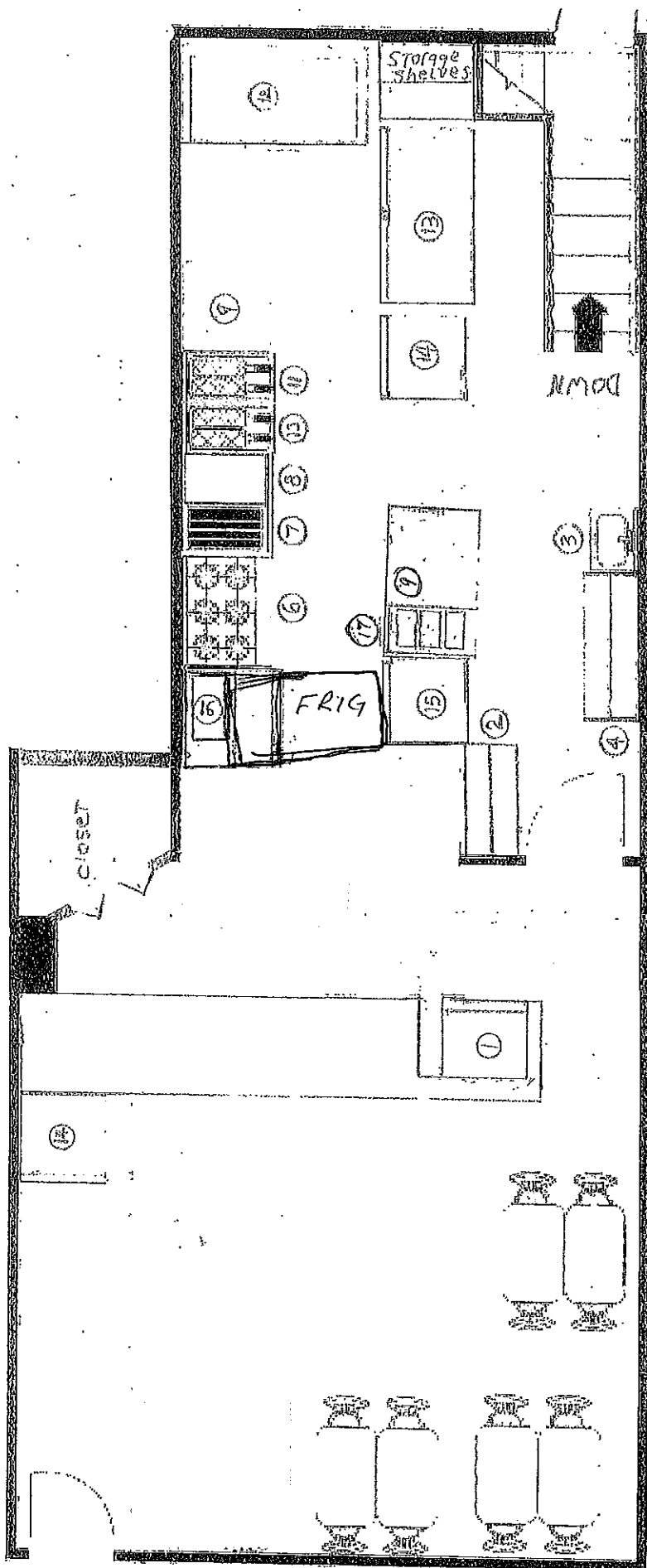
REFERENCES

Bank Citizen Type Account ☒ Personal ☒ Business
 Address Mass Ave Arlington Phone _____
 Account Number [REDACTED] Contact _____
 Personal Reference _____
 Address _____ Phone _____
 Prior Employer See above Phone 978-369-6655
 Address _____
 Number of years employed 12 From 2003 To Now
 Contact _____ Position Held _____
 Other _____

Name

Address





PIZZA "MIA"
FIRST FLOOR PLAN

Bill's House of PIZZA & MORE

House of
PIZZA
& MORE
We Deliver
781-646-0100

**WE DO
CATERING
&
PARTY**

Bill's House of
PIZZA & MORE
We Deliver
781-646-0100

NO
PARKING
BETWEEN
SIGNS
←

OPEN

We Deliver

781-646-0100

MAINTENANCE PROGRAM

Northender Italian Kitchen
1345 MASSACHUSETTS AVENUE
ARLINGTON, MA.

1. TO MAINTAIN INTERIOR OF PREMISES WITH TRASH CONTAINER, PLASTIC.
2. TO SWEEP CLEAN THE INTERIOR OF THE PREMISES, AS NEEDED.
3. TO SWEEP CLEAN THE SIDEWALKS BORDERING ON THE PREMISES, AS NEEDED
4. CLEAN THE KITCHEN EVERY EVENING AT CLOSING TIME.
5. TO PROVIDE RECEPTACLES FOR RUBBISH AND CANS WITHIN THE PREMISES AND EXTERIOR IF NECESSARY AND REQUIRED.
6. TO USE PLASTIC GLOVES FOR PREPARING SANDWICHES
7. TO PROVIDE HEAD COVERINGS WHILE PREPARING
8. TO COMPLY WITH BOARD OF HEALTH REQUIREMENTS

[Handwritten signature]

Pizza

Small 12" Large 16"

HURST 7.50 10.95

PIPING 1.25 1.75

- LE TOPPINGS**
- Cherry Peppers
 - Peppers
 - Mushrooms
 - Olives
 - Onions
 - Extra Cheese
 - Pineapple
 - Spinach
 - Broccoli
 - Anchovies
 - Roasted Peppers
 - Eggplant



Pizzone



Hand-Plates

BEURGER PLATE 7.99

TIPS 12.95

pinach & a Side Salad

TENDERS 10.95

pinach & a Side Salad

INGERS PLATE 8.95

& Coleslaw



Pizza Specialties

Red Pizzas (with sauce)

SPORKE PIZZA 10.95 15.50

Mushrooms, Ricotta Cheese, Tomato Sauce & Mozzarella

HAWAIIAN PIZZA 10.95 15.50

Pineapple, Ham, Tomato Sauce & Mozzarella Cheese

GARDEN PIZZA 10.95 15.50

Onions, Mushrooms, Peppers, Tomato Sauce & Mozzarella

MEAT LOVER'S 10.95 15.95

Pepperoni, Ham, Sausage, Grilled Chicken, Hamburger, Tomato Sauce & Mozzarella Cheese

VEGGIE PIZZA 11.50 16.95

Mushrooms, Sliced Tomato, Eggplant, Olives, Broccoli, Spinach, Onion, Tomato Sauce & Mozzarella Cheese

CHICKEN FAJITA 10.95 15.95

Grilled Chicken, Onion, Peppers, Sauce & Mozzarella

NORTHENDER 10.95 15.95

Prosciutto, Red Peppers, Artichoke, Sauce & Mozzarella

CALIENTE PIZZA 10.95 15.95

Mushroom, Italian Sausage, Hot Peppers, Sauce & Mozzarella

HOUSE SPECIAL PIZZA 11.50 16.75

Sausage, Pepperoni, Onion, Peppers, Mushroom, Olives, Sauce & Mozzarella

MEDITERRANEAN PIZZA 10.95 15.95

Feta Cheese, Sundried Tomatoes, Green Peppers, Onion, Black Olives, Red Sauce & Mozzarella

DELUXE PIZZA 10.95 15.95

Chicken Cutlet, Bacon, Onion, Red Sauce & Mozzarella

White Pizzas (with NO sauce)

BIANCO 10.95 14.50

Tomatoes, Garlic, Olive Oil, Romano, Mozzarella & No Sauce

MASS AVE 10.95 15.95

Spinach, Feta, Garlic, Tomato Slices & Mozzarella, No Sauce

DANIELLA PIZZA 10.95 15.95

Spinach, Ricotta, Prosciutto, Cream Sauce & Mozzarella

THE BUFFALO 10.95 15.95

Caramelized Onion, Grilled Chicken, BBQ Sauce, Hot Peppers & Mozzarella Cheese, No Sauce

CON POLLO PIZZA 10.95 15.95

Caramelized Onion, Chicken, Cream Sauce & Mozzarella

THE FLORENTINE 11.95 17.50

Shrimp, Tomato, Garlic, Romano, Olive Oil & Mozzarella, No Sauce

ALFREDO PIZZA 10.95 15.95

Sauteed Mushroom, Grilled Chicken, Alfredo Sauce, Tarragon & Mozzarella

Pas

CHICKEN PESTO

Chicken Tenders Sauteed with Onion, over Pasta Curis

VEAL PARMIGIANA

Breaded Veal Cutlet topped with Provolone

POLLO PARMIGIANA

Breaded Chicken Cutlet topped with Provolone

EGGPLANT PARMIGIANA

Breaded Eggplant topped with Provolone

POLLO CALABRESE

Chicken Tenders Sauteed with Fresh Broccoli over Pasta Curis

POLLO CACCIATORE

Chicken Tenders Sauteed with Peppers, C Marinara Sauce over Pasta Curis

POLLO PICATTA

Chicken Tenders Sauteed with Capers, Sliced Lemon in White Wine over Pasta

POLLO MARSALA

Chicken Tenders Sauteed with Mushroom in Marsala Sauce over Pasta Curis

POLLO VENICIAN

Chicken Tenders Sauteed with Broccoli, Artichokes in Garlic White Wine Sauce over Pasta

PRIMAVERA

Sauteed Broccoli, Peas, Zucchini & Carrot over Pasta Curis

ABRUZZO

Chicken Sauteed in Pink Sauce with Carrot over Pasta Curis

MILANO

Sweet Italian Sausage Sauteed with Red Peppers over Pasta Curis

SHRIMP SCAMPI

Sauteed Shrimp & Tomato in Garlic & White Wine over linguini

PASTA DEL GIORNO

Linguini Pasta with Chopped Fresh Tomato & Mozzarella

LASAGNA OF THE DAY

TOASTED RAVIOLI WITH CHICKEN SAUCE

LINGUINI WITH SAUCE

LINGUINI WITH MEATBALL SAUCE

RAVIOLI or POTATO GNOCCHI

With Choice of Cream Sauce, Pesto Sauce or Alfredo Sauce

KIDS PASTA

KIDS PASTA WITH MEATBALL SAUCE



Town of Arlington, Massachusetts

Discussion and Adopt: Hackney Policy Insurance Requirements

Summary:

Steven M. Byrne, Chair

ATTACHMENTS:

Type	Description
▣ Backup Material	Hackney Insurance reference

Current T.O.A. Insurance Requirements:

3. Insurance

- a. No license shall be issued for the operation of a taxi vehicle until the owner of such vehicle shall file with the Licensing Board a certificate of insurance, issued by an insurance company authorized to do business in the Commonwealth of Massachusetts, certifying that liability insurance in at least the state-mandated amount of \$20,000 per person, \$40,000 per accident, and \$5,000 property damage placed upon each vehicle sought to be licensed for these purposes.
- b. In addition to the above minimum insurance requirements, each certificate of insurance shall include evidence that the insurance in place is appropriate for the use of the insured vehicle as a taxi vehicle.
- c. Upon request for renewal of a hackney driver's or business operator's license, the licensee shall present evidence of liability insurance coverage for a period of one year to cover the subject vehicle(s).

C. Operating Requirements

1. Appearance and Conduct of Drivers

- a. Driver of a taxi vehicle shall be neat and clean in appearance.
- b. Drivers shall not smoke a cigar, cigarette, pipe, or other product.
- c. Drivers while on duty shall not be impaired or consume intoxicating beverages or controlled substances. Taxi business operators shall not permit impaired drivers to work.
- d. Hackney drivers must display licenses prominently to passengers at all times during operation of taxis.
- e. Any property left behind by a passenger shall be delivered to a "lost and found" area maintained by the owner of the taxi vehicle. The owner shall make every effort to return lost property to the rightful owner. Upon request, any hackney driver will search the taxi vehicle for lost property.

2. Transportation of Passengers

- a. No person in charge of a taxi shall unreasonably refuse to carry a passenger for hire.
- b. Reasonable grounds for refusing transportation to a passenger include the following:

PATRICK QUINN HACKNEY MEETING NOTES: 5/28/14

Insurance recommendations:

- Do not accept Boston Ride's bond-only a total of \$10,000 for an accident.
- VTS very good policy-combined single limit of \$500,000.

Current:

20,000 pp
40,000 acc
5,000 prop

Recommends:

50,000 pp
100,000 acc
50,000 prop
5,000 medical pay

State standard property damage: \$5,000.00

Note: a policy cost per car is \$5,000-\$7,000 a year.

Certificate of Insurance should include:

- require proof of active registration "as of today"
- require active certificate of insurance with a 30 day notice of cancellation (state requires 20 day notice) OR "paid in full for the year" proof.
- require worker's comp on certificate of insurance
- require general liability on certificate of insurance
- require list of vehicles operating in TOA with the certificate of insurance
- dates on policy should match so that there is no lapse in coverage
- under certificate of holder: it should be stated very specifically Arlington, MA etc.



Town of Arlington, Massachusetts

Citizens Open Forum



Town of Arlington, Massachusetts

For Approval: Transportation Advisory Committee Lake Street Corridor Recommendations

Summary:

Jeff Maxtutis; TAC Vice Chair, Working Group Lead

Howard Muise: TAC Chair

ATTACHMENTS:

Type	Description
Backup Material	TAC recommendations 12.18.14
Backup Material	TAC Analysis Report Summary
Backup Material	TAC Analysis Report Appendix
Backup Material	Andy Draudt referral to TAC 10.21.13
Backup Material	Referral to TAC 9.20.11
Correspondence	Correspondence received day of meeting



TRANSPORTATION ADVISORY COMMITTEE

Arlington Planning Department, 730 Mass Ave,
Arlington MA, c/o Laura Wiener

To: Board of Selectmen, Arlington, MA

From: Transportation Advisory Committee (TAC)

Subject: Lake Street Corridor Transportation Concerns

Reference: Letters of September 20 and October 21, 2011 from the Board of Selectmen

Date: December 18, 2014

After consideration of the Board's request as specified in the referenced letters, on September 20 and October 21, 2011, the TAC unanimously voted these Recommendations on December 10, 2014 for the Board of Selectmen's consideration:

- Install a new traffic signal at the 4-way intersection of Lake Street and Minuteman Bikeway. This will include traffic signal beacons on Lake Street and pedestrian countdown signals and bicycle signals on the Bikeway approaches.
- Form a Design Review Committee that will include members of DPW, APD, TAC, Walking in Arlington and ABAC to oversee the engineering design of the project.
- Coordinate signal phasing and timing between the Bikeway and the signal at Brooks Avenue and optimize signal timings.
- Install a new left turn arrow signal for the northbound Brooks Avenue approach to Lake Street.
- Widen the Bikeway in the immediate area of the intersection.
- Trim/remove vegetation to improve sight distance.

A Lake Street Corridor Transportation Analysis Report is provided with this submittal.

Respectfully submitted,

Jeff Maxtutis – Working Group Lead and Vice Chair
Howard Muise – TAC Chair

Transportation Advisory Committee Members:

Wayne Chouinard, Carey Conrad, Seth Federspiel, John Hurd, Melissa Laube, Jeff Maxtutis, Marjorie Moores,
Howard Muise, Officer Corey Rateau, Jeanette Rebecchi, Victor Rivas, Scott Smith, and Laura Wiener

Web site: www.arlingtonma.gov/tac

Lake Street Corridor Transportation Analysis Report

Arlington Transportation Advisory Committee

December 2014

EXECUTIVE SUMMARY

The Board of Selectmen requested that the Transportation Advisory Committee (TAC) evaluate alternatives to improve mobility and safety along the Lake Street corridor. Issues include:

- Vehicle congestion, delay and queuing on Lake Street, particularly eastbound during the afternoon peak period and westbound during the morning peak period;
- Vehicle congestion, delay and queuing on Brooks Avenue northbound at Hardy School during the morning peak period;
- Safety issues arising from conflicts between pedestrians, bicyclists and motorists at the intersection of Lake Street and the Minuteman Bikeway (Donald R. Marquis Minuteman Trail);
- Poor visibility and lighting of Bikeway viewed from Lake Street; and
- Traffic congestion on Lake Street may exacerbate the number of vehicles attempting to use other streets as cut-through routes.

The TAC formed a working group to identify and evaluate improvement alternatives and hired a professional traffic engineer to perform traffic capacity analysis of the alternatives. Alternatives evaluated included no action, signal timing improvements at the existing signal at Brooks Avenue and Lake Street, and a new signal at the Minuteman Bikeway and Lake Street. Four alternatives for coordinating the Brooks Avenue and potential Bikeway signals were analyzed. Additional alternatives such as roadway widening and grade separation of Lake Street and the Bikeway were identified early on in the process but were rejected due to feasibility, compatibility and cost issues.

Based on the analysis results, we recommend proceeding to detailed design of a new traffic signal at the Bikeway, coordinated with the existing signal at Brooks Avenue. More specifically, the following transportation safety and operations improvements are recommended for the Lake Street corridor:

- Form a Design Review Committee that will include members of DPW, APD, TAC, Walking in Arlington and ABAC to oversee the engineering design of the project. The committee will determine:
 - Signal phasing and timing, including different operations for different times and days (peak vs. off-peak; weekday vs. weekend)
 - Type of automatic passive detection on the Bikeway (infrared, microwave, video, bicycle loops)
 - Type of signal interconnection (radio, hard wire)
 - Need for audible pedestrian signals
 - Signal activation confirmation devices for users
 - Times when northbound left turn arrow on Brooks Avenue will be operational

- Type and location of signal equipment
 - Pavement markings and signage including:
 - Separate pedestrian and bicycle pavement markings crossing Lake Street
 - Signage (and possible electronic devices) to alert pedestrians walking on Lake Street of bicycles ahead on the Bikeway
 - Upgrade pedestrian ramps to ADA standards as required
 - Other measures to improve turning radii to/from the Bikeway and trimming/removal of vegetation adjacent to the Bikeway to increase sight distance
 - Monitoring of operations after installation of signal
- Install a new traffic signal at the 4-way intersection of Lake Street and Minuteman Bikeway. This will include traffic signal beacons on Lake Street and pedestrian countdown signals and bicycle signals on the Bikeway approaches. Push buttons and automatic passive detection will be placed on the Bikeway approaches to actuate the signal. A new signal controller at the Bikeway and a new master signal controller for coordination will be required. The exact placement of signal equipment, design of crosswalks and bike crossings, signage and stop bars on the Bikeway will be determined during the design stage.
 - Coordinate signal phasing and timing between the Bikeway and the signal at Brooks Avenue. Optimize signal timings. The type of signal interconnection system will be confirmed during design.
 - Install a new left turn arrow signal for the northbound Brooks Avenue approach to Lake Street.
 - Widen the Bikeway in the immediate area of the intersection to:
 - Provide a space for pedestrians and bicyclists to wait and segregate into separate lanes for crossing, and
 - Enable bicyclists to make the right turn from Lake Street to the Bikeway without moving into Lake Street traffic.
 - Trim/remove vegetation to improve sight distance.

Key features of the recommended improvements include:

- A new coordinated signal system that will reduce traffic delay and queuing, improve safety at the Bikeway crossing and be programmed for different cycle lengths for different time periods and days. The signal may reduce vehicle delay along the Lake Street corridor eastbound during the afternoon peak hour by 400 seconds and reduce vehicle queue length by 3,000 feet. The new signal system will be consistent with the newly installed two signalized crossings in Lexington.
- On the Lake Street eastbound segment approaching Mass Avenue, vehicle delay and queuing will increase during the afternoon peak hour. This could potentially encourage motorists to use Brooks Avenue southbound as a cut-thru route. This potential issue will need to be monitored.

If needed, signal timing adjustments can be reviewed as a technique to reduce delay and queuing on Lake Street at Mass Avenue. Other potential measures to consider if needed include signage and traffic calming techniques to prohibit or discourage cut-thru traffic.

- The new signal will reduce vehicle delay on Lake Street which may result in traffic on other routes shifting to Lake Street, increasing projected volume during peak periods. Some of this traffic would be to destinations outside of Arlington.
- Separate signals and pavement crossing markings at Bikeway for pedestrians and bicyclists.
- Establishment of Design Review Committee to evaluate and determine appropriate technology, signage and pavement markings.
- Consideration can be given to manually controlling the Lake Street/Bikeway intersection by a police officer for the purpose of observing traffic conditions with simulated signal operations. This would be done to replicate the coordination between signals at the Bikeway and Brooks Avenue. It is noted that manual control will not be able to perfectly replicate coordinated signal operations.
- A preliminary cost estimate for the design and construction of the recommendations is approximately \$150,000. A more detailed cost estimate will be developed as the project design advances.

INTRODUCTION

The Board of Selectmen requested that the Transportation Advisory Committee (TAC) evaluate alternatives to improve mobility and safety along the Lake Street corridor. Issues include:

- Vehicle congestion, delay and queuing on Lake Street, particularly eastbound during the afternoon peak period and westbound during the morning peak period;
- Vehicle congestion, delay and queuing on Brooks Avenue northbound at Hardy School during the morning peak period;
- Safety issues arising from conflicts among pedestrians, bicyclists and motorists at the intersection of Lake Street and the Minuteman Bikeway (Donald R. Marquis Minuteman Trail);
- Poor visibility and lighting of Bikeway from Lake Street; and
- Traffic congestion on Lake Street exacerbates the level of vehicles attempting to use other streets as cut-through routes.

Currently motorists experience long delays on Lake Street traveling eastbound and westbound during the weekday morning peak period (7:00 to 9:00 AM) and eastbound during the afternoon peak period (4:00 to 6:30 PM). Vehicle queues during peak periods can extend to Mass Avenue and halfway to Route 2 in the morning and to Route 2 and Cross Street (Belmont) in the afternoon.

Traffic congestion on Lake Street is due to 1) heavy peak period traffic volumes, some of which may include traffic diverting from congestion on parallel routes, such as Route 16; 2) limited roadway capacity (one travel lane in each direction plus signalized intersections); and 3) conflicts between motorists and Bikeway users. Bikeway users arrive at the Lake Street crossing in a random pattern. This situation causes traffic to stop in an unpredictable pattern on Lake Street at the Bikeway. Because of this unpredictability and poor visibility, Lake Street traffic often slows or stops at the Bikeway even when there is no traffic on the Bikeway. Traffic often must stop at both the Bikeway and the signal at Brooks Avenue. The green phase for Lake Street traffic at Brooks Avenue often goes largely unused because of traffic delays at the Bikeway crossing.

Safety issues at the Lake Street and Bikeway intersection include conflicts between motorists and Bikeway users, poor lighting and visibility. These issues are exacerbated by the behavior of some bicyclists and runners who fail to slow or stop before entering the intersection. While traffic congestion and delay along Lake Street is primarily limited to weekday commuter peak periods, safety issues at the Bikeway crossing are always present.

The goal of this study is to identify alternatives to improve traffic operations along the Lake Street corridor and to improve safety for all users.

The TAC Lake Street Working Group consists of Jeff Maxtutis (lead, TAC Vice-Chair), Howard Muise (TAC Chair), Wayne Chouinard (DPW, TAC), Scott Smith (TAC, ABAC), Seth Federspiel¹ (TAC), and Alan Linov (resident).

APPROACH

The TAC Lake Street Working Group obtained and reviewed existing traffic data and analysis results completed by others (FST, Mass Ave; VAI, Acorn Place) and collected new traffic and pedestrian/bike volume data along the study corridor in late April 2014. Accident data for the last five years was provided by the APD.

Jason Sobel, PE, PTOE was hired as a traffic engineer consultant to assist the working group to perform traffic operations analysis of alternatives for the Lake Street corridor. A traffic analysis model was created using Synchro/SimTraffic software. The model provided traffic and pedestrian Level of Service (LOS) delay, vehicle queues, and travel time results for the alternatives evaluated. Existing 2014 and future 2018 traffic volumes were evaluated.

Proposed intersection geometric and signal timing changes as part of the Mass Avenue Corridor Project were assumed at the intersection of Mass Ave/Lake Street.

EXISTING CONDITIONS

Geometrics. Lake Street is an east-west arterial roadway with one lane in each direction running between Mass Avenue and Route 2. West of Route 2 it continues to Pleasant Street (Rt. 60). Signalized intersections in Arlington include Mass Avenue, Brooks Avenue, and the Route 2 eastbound and westbound ramps. A striped shoulder of variable width is provided on both sides of Lake Street. There are sidewalks on both sides of Lake Street. The posted speed limit is 30 MPH. No Right Turn 4 PM-7 PM Monday Thru Friday signs are posted on several side streets west of Bikeway to discourage cut-thru traffic.

The Minuteman Bikeway has a crosswalk across Lake Street and Stop signs on both approaches for bicyclists. No street lighting is provided directly at the Bikeway. Pedestrian crosswalks are also provided on Lake Street at the signalized intersections and east of Wilson Avenue.

Volumes .New traffic, pedestrian and bicycle volumes counts were performed by the TAC working group in April 2014. Counts were recorded at Lake Street/Bikeway and Lake Street/Brooks Avenue during the weekday morning and afternoon weekday peak commuter periods.

Existing traffic volumes show Lake Street has approximately 800 vehicles westbound in the AM peak hour and 610 eastbound during the PM peak hour. Because of the substantial eastbound queuing on Lake Street during the PM peak hour, the 610 observed vehicles understate the actual demand.

¹ Seth Federspiel replaced Rich Turcotte who resigned from the TAC in November 2014.

Therefore, 800 vehicles was used to represent the eastbound actual existing demand during the PM peak hour. Historic traffic counts have shown volumes in this range. A total of 90 pedestrians and 165 bikes cross Lake Street at the Bikeway path during the morning peak hour (255 total) and 135 pedestrians and 195 bikes during the afternoon peak hour (330 total). Although formal counts were not taken, peak hour observation of the Lake Street/Bikeway intersection showed a significant number of pedestrians and bicyclists traveling along Lake Street, some of them turning to or from the Bikeway. Vehicle, pedestrian, and bicycle peak hour volumes are provided in the Appendix.

Crashes. Crash history on Lake Street was reviewed for a three and one-half year period between 2011 and June 2014. During this period 110 crashes were reported along the Lake Street corridor with 12 involving injuries. Four crashes involving bicyclists or pedestrians occurred at the Bikeway intersection with Lake Street, three involving injuries. It is noted that a few additional crashes have occurred at Lake Street and the Bikeway since June 2014.

Lake Street Operating Conditions. The following existing operating conditions were observed along the Lake Street corridor during weekday morning (7:00-9:00 AM) and afternoon peak periods (4:00-6:30 PM):

Morning Peak Hour

- Long westbound vehicle queues on Lake Street at Bikeway and Brooks Avenue extending back towards Mass Avenue
- Long eastbound queues on Lake Street extending halfway or more toward Route 2
- Long delays and queues for the northbound and southbound Brooks Avenue approach to Lake Street
- Conflicts between motorists and Bikeway users which exacerbates queuing on Lake Street. Motorists often have to stop at both Brooks Avenue and the Bikeway
- Delays and queuing at the Mass Ave/Lake Street intersection

Afternoon Peak Hour

- Long eastbound vehicle queues on Lake Street at Bikeway and Brooks Avenue extending back to Route 2
- Conflicts between motorists and Bikeway users which exacerbates queuing on Lake Street. Motorists often have to stop at both Brooks Avenue and the Bikeway. The green signal phase for Lake Street at Brooks Avenue is not fully utilized due to lack of coordination with Bikeway passage.
- Delays and queuing at the Mass Ave/Lake Street intersection

If bicycles are treated as vehicles, the intersection of Lake Street and the Bikeway meets the minimum requirements for a traffic signal based on Peak Hour Signal Warrant criteria provided in the Manual on Uniform Traffic Control Devices (MUTCD), 2009. It is noted that Lexington has two Bikeway crossings

that are currently signalized (Bedford Street and Hartwell Avenue) which likely have lower vehicle and Bikeway volumes during weekday peak hours.

ALTERNATIVES ANALYSIS RESULTS

A broad range of alternatives was initially identified to address the operation and safety issues. These include 1) Traffic Signal improvements; 2) Widening Lake Street; and 3) Grade Separation of Lake Street and the Minuteman Bikeway. Widening Lake Street was eliminated as an alternative as the impacts to abutters were significant, it would not by itself improve safety at the Bikeway crossing, and the cost would be prohibitive. Grade separation was also rejected due to cost, incompatibility with the adjacent residences, and the fact that it would not improve safety for those who must cross Lake Street at grade.

A traffic model was created for the Lake Street corridor including the signalized intersections with Mass Avenue and Brooks Avenue, and the unsignalized Bikeway crossing. The model was populated with year 2018 peak hour traffic volumes, roadway and intersection geometrics and intersection signal phasing and timing. The model was calibrated to reflect existing vehicle queuing and operations during the weekday morning and afternoon peak hours.

Six Signal Improvement Alternatives plus a No-Build condition were identified for evaluation as shown in Table 1. The traffic model was used to evaluate the weekday morning and afternoon peak hours for year 2018 conditions. It is noted that the signal improvements at the Mass Avenue/Lake Street intersection planned as part of the Mass Ave Corridor Project were assumed for analysis of all alternatives.

The No-Build Alternative would result in additional queuing and congestion along Lake Street as a result of increased vehicle, bicycle and pedestrian traffic by 2018. Alternatives 2 (half cycle times at Brook Street) and 6 (coordination with Mass Ave signal) were dropped because they showed no or minimal benefit.

Table 1 – Lake Street Corridor Alternatives

		Cycle Length (seconds)	
		AM	PM
No-Build	<ul style="list-style-type: none"> bike path unsignalized existing signal timing/phasing at Brooks 	100	100
Alt 1	<ul style="list-style-type: none"> signal at bike path, coordinated with signal at Brooks Brooks Signal optimized existing signal phasing at Brooks (protected NB Left) 	75	75
Alt 2	<ul style="list-style-type: none"> signal at bike path, coordinated with signal at Brooks Brooks Signal optimized existing signal phasing at Brooks (protected NB Left) 	100 at Brooks 50 at Bike Path	100 at Brooks 50 at Bike Path

Alt 3	<ul style="list-style-type: none"> • signal at bike path, coordinated with signal at Brooks • Brooks Signal optimized • all permitted turns at Brooks (no protected NB left turn) 	65	65
Alt 4	<ul style="list-style-type: none"> • bike path unsignalized • Brooks Signal optimized (but still semi-actuated) • existing signal phasing at Brooks (protected NB Left) 	80	90
Alt 5	<ul style="list-style-type: none"> • bike path unsignalized • Brooks Signal optimized (but still semi-actuated) • all permitted turns at Brooks 	65	80
Alt 6	<ul style="list-style-type: none"> • signal at bike path, coordinated with signal at Brooks and coordinated with signal at Mass Ave • Brooks Signal optimized • all permitted turns at Brooks 	100	100

Alternatives 1 and 3 include a new traffic signal at the Bikeway and show significant travel time and delay improvements over the No-Build condition. The results show:

- Reduction in Lake Street eastbound queue length at Brooks Avenue from over 3,600 feet to 500 feet (Alt 1) and 1,000 feet (Alt 3) during the afternoon peak hour. Some of the queue is pushed downstream to Mass Ave.
- Reduction in Lake Street corridor eastbound delay from 550 seconds to 150 second (Alt 1) and 225 seconds (Alt 3) during the afternoon peak hour.
- Average pedestrian/bicyclist delay at bike path crossing increases from 8 seconds for No-Build to 27 seconds (Alt 1) and 22 seconds (Alt 3). Pedestrian/bicyclist delay during the afternoon peak hour and non-peak periods will be lower.
- Alternative 1 improves Level of Service (LOS) at the Brooks Avenue northbound approach from 68 seconds (LOS E) for the No-Build to 42 seconds (LOS D) in the morning peak hour. Alternative 1 includes a northbound protected left turn phase on Brooks Avenue. There is an option to provide a protected left turn phase in the morning peak period and “permitted” (no left turn phase) at all other times.
- It is recognized that with Alternatives 1 and 3, some Bike path users may choose to cross against the signal. However, recent observations made by TAC working group members at the signalized Minuteman Bikeway crossings in Lexington have shown that many bicyclists and pedestrians (up to 75% on 11/9/14) obey the signal.
- The improvement in travel times shown for Alternatives 1 and 3 may induce additional traffic to use Brooks Avenue as a cut-thru in the afternoon peak period.

Alternatives 4 and 5 include signal optimization at Lake Street and Brooks Avenue, but Lake Street and the Bikeway remain unsignalized. Because Alternatives 4 and 5 did not show much improvement in terms of delay and travel time savings over the No-Build conditions, these two alternatives were eliminated.

Analysis results are provided in the Appendix.

Equipment. Alternatives 1 and 3 assume a new traffic signal at the Lake Street Bikeway crossing. This would include a traffic signal with standard signal heads for traffic on Lake Street and separate pedestrian and bicycle signals indications for the Bikeway path. The signal would be actuated on the Bikeway by 1) automatic passive detection plus; 2) a push button (similar to Lexington locations) and be coordinated with the Brooks Avenue signal. This approach would provide dual detection for Bikeway users and also push button detection for pedestrians walking along Lake Street who wish to cross Lake Street at the Bikeway. The options for a signal are for a traditional 4-way signal (ala Lexington) or a Pedestrian Hybrid Beacon (PHB), e.g. HAWK signal that is popular in the southwest. There are potential safety issues with using a PHB for both bicycles and pedestrians and the Federal Highway Administration (FHWA) Interim Approval for Bicycle Signals (2/12/14) does not allow bicycle signals in conjunction with PHB's. For these reasons the working group determined that a traditional signal is more appropriate if Alternative 1 or 3 are advanced. It appears there is adequate space to install new signal equipment at Lake Street and the Bikeway.

The signal beacon options for the Bikeway as part of a new signalized intersection include pedestrian countdown signals by themselves or with bicycle signals with green, yellow and red indications. The working group suggests providing both pedestrian countdown signals and bicycle signals, as were recently installed at the two signalized Bikeway crossings in Lexington. The FHWA Interim Approval for Bicycle Signals approves this operation. The FHWA must approve installation of bicycle signals, but it is understood that they will approve all written requests. The provision of both pedestrian and bicycle signals will provide a consistent regional signal operation for mid-block crossings along the Minuteman Bikeway in both Arlington and Lexington.



Figure 1 Bicycle/Pedestrian Signal (Minuteman Bikeway/Bedford Street Lexington, MA)

A new signal at Lake Street and the Bikeway will require a new signal controller at the Bikeway interconnected with the existing signal controller at Brooks Avenue. A new master controller will also be needed. The signal controller at Brooks Avenue will need to be inspected to determine if it can accommodate optimization and coordination with a new signal at the Bikeway.

A new signal system will be programmable so different signal timings and operation can be used for different days and different time periods to minimize delay for both motorists and Bikeway users.

Alternative 1 assumes that a new northbound left turn signal arrow will be provided on Brooks Avenue. A new arrow beacon would need to be installed on one of the signals if Alternative 1 is advanced.

RECOMMENDATIONS

Based on the analysis results, we recommend proceeding to detailed design of a new traffic signal at the Bikeway, coordinated with the existing signal at Brooks Avenue. More specifically, the following transportation safety and operations improvements are recommended for the Lake Street corridor:

- Form a Design Review Committee that will include members of DPW, APD, TAC, Walking in Arlington and ABAC to oversee the engineering design of the project. The committee will determine:
 - Signal phasing and timing, including different operations for different times and days (peak vs. off-peak; weekday vs. weekend)
 - Type of automatic passive detection on the Bikeway (infrared, microwave, video, bicycle loops)

- Type of signal interconnection (radio, hard wire)
 - Need for audible pedestrian signals
 - Signal activation confirmation devices for users
 - Times when northbound left turn arrow on Brooks Avenue will be operational
 - Type and location of signal equipment
 - Pavement markings and signage including:
 - Separate pedestrian and bicycle pavement markings crossing Lake Street
 - Signage (and possible electronic devices) to alert pedestrians walking on Lake Street of bicycles ahead on the Bikeway
 - Upgrade pedestrian ramps to ADA standards as required
 - Other measures to improve turning radii to/from the Bikeway and trimming/removal of vegetation adjacent to the Bikeway to increase sight distance
 - Monitoring of operations after installation of signal
- Install a new traffic signal at the 4-way intersection of Lake Street and Minuteman Bikeway. This will include traffic signal beacons on Lake Street and pedestrian countdown signals and bicycle signals on the Bikeway approaches. Push buttons and automatic passive detection will be placed on the Bikeway approaches to actuate the signal. A new signal controller at the Bikeway and a new master signal controller for coordination will be required. The exact placement of signal equipment, design of crosswalks and bike crossings, signage and stop bars on the Bikeway will be determined during the design stage.
 - Coordinate signal phasing and timing between the Bikeway and the signal at Brooks Avenue. Optimize signal timings. The type of signal interconnection system will be confirmed during design.
 - Install a new left turn arrow signal for the northbound Brooks Avenue approach to Lake Street.
 - Widen the Bikeway in the immediate area of the intersection to:
 - Provide a space for pedestrians and bicyclists to wait and segregate into separate lanes for crossing, and
 - Enable bicyclists to make the right turn from Lake Street to the Bikeway without moving into Lake Street traffic.
 - Trim/remove vegetation to improve sight distance.

Key features of the recommended improvements include:

- A new coordinated signal system that will reduce traffic delay and queuing, improve safety at the Bikeway crossing and be programmed for different cycle lengths for different time periods and days. The signal may reduce vehicle delay along the Lake Street corridor eastbound during the afternoon peak hour by 400 seconds and reduce vehicle queue length by 3,000 feet. The new signal system will be consistent with the newly installed two signalized crossings in Lexington.

- On the Lake Street eastbound segment approaching Mass Avenue, vehicle delay and queuing will increase during the afternoon peak hour. This could potentially encourage motorists to use Brook s Avenue southbound as a cut-thru route. This potential issue will need to be monitored. If needed, signal timing adjustments can be reviewed as a technique to reduce delay and queuing on Lake Street at Mass Avenue. Other potential measures to consider if needed include signage and traffic calming techniques to prohibit or discourage cut-thru traffic.
- The new signal will reduce vehicle delay on Lake Street which may result in traffic on other routes shifting to Lake Street, increasing projected volume during peak periods. Some of this traffic would be to destinations outside of Arlington.
- Separate signals and pavement crossing markings at Bikeway for pedestrians and bicyclists.
- Establishment of Design Review Committee to evaluate and determine appropriate technology, signage and pavement markings.
- Consideration can be given to manually controlling the Lake Street/Bikeway intersection by a police officer for the purpose of observing traffic conditions with simulated signal operations. This would be done to replicate the coordination between signals at the Bikeway and Brooks Avenue. It is noted that manual control will not to be able to perfectly replicate coordinated signal operations.
- A preliminary cost estimate for the design and construction of the recommendations is approximately \$150,000. A more detailed cost estimate will be developed as the project design advances.

Lake Street Corridor Transportation Analysis Report
December 2014
Appendix

APPENDICES

Appendix A	Traffic, Pedestrian and Bicycle Volumes
Appendix B	Crash History
Appendix C	Mass-Lake Intersection Signal Plans
Appendix D	Analysis Alternatives
Appendix E	Capacity Analysis Results
Appendix F	Proposed Signal Locations
Appendix G	FHWA Bike Signal Memos

Appendix A

Traffic, Pedestrian and Bicycle Volumes

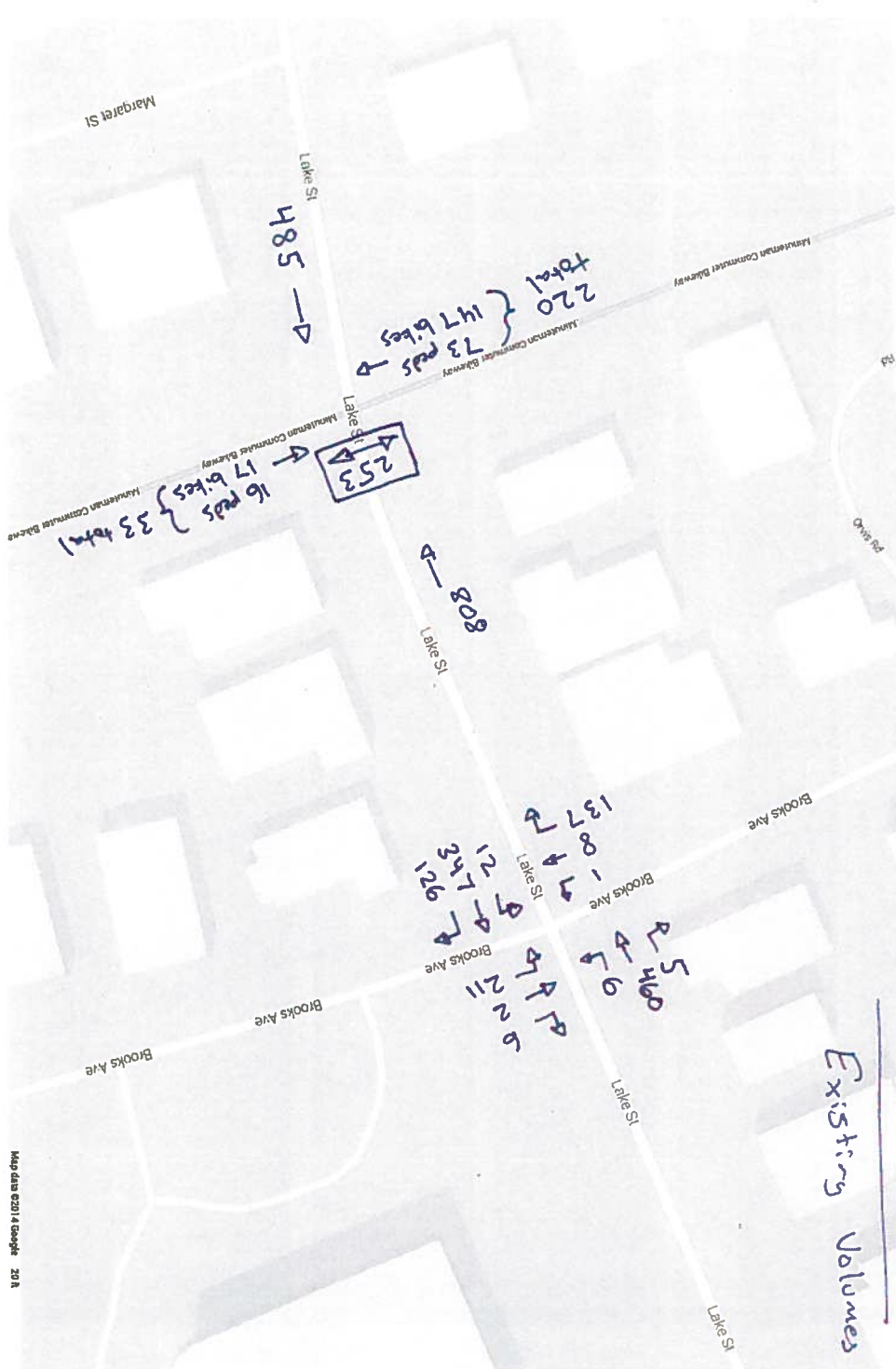
5/5/2014

Arlington, MA
Traffic: Transit, Bicycling, Terrain

Arlington, MA - Google Maps

Tuesday April 29, 2014
7:30 - 8:30 AM

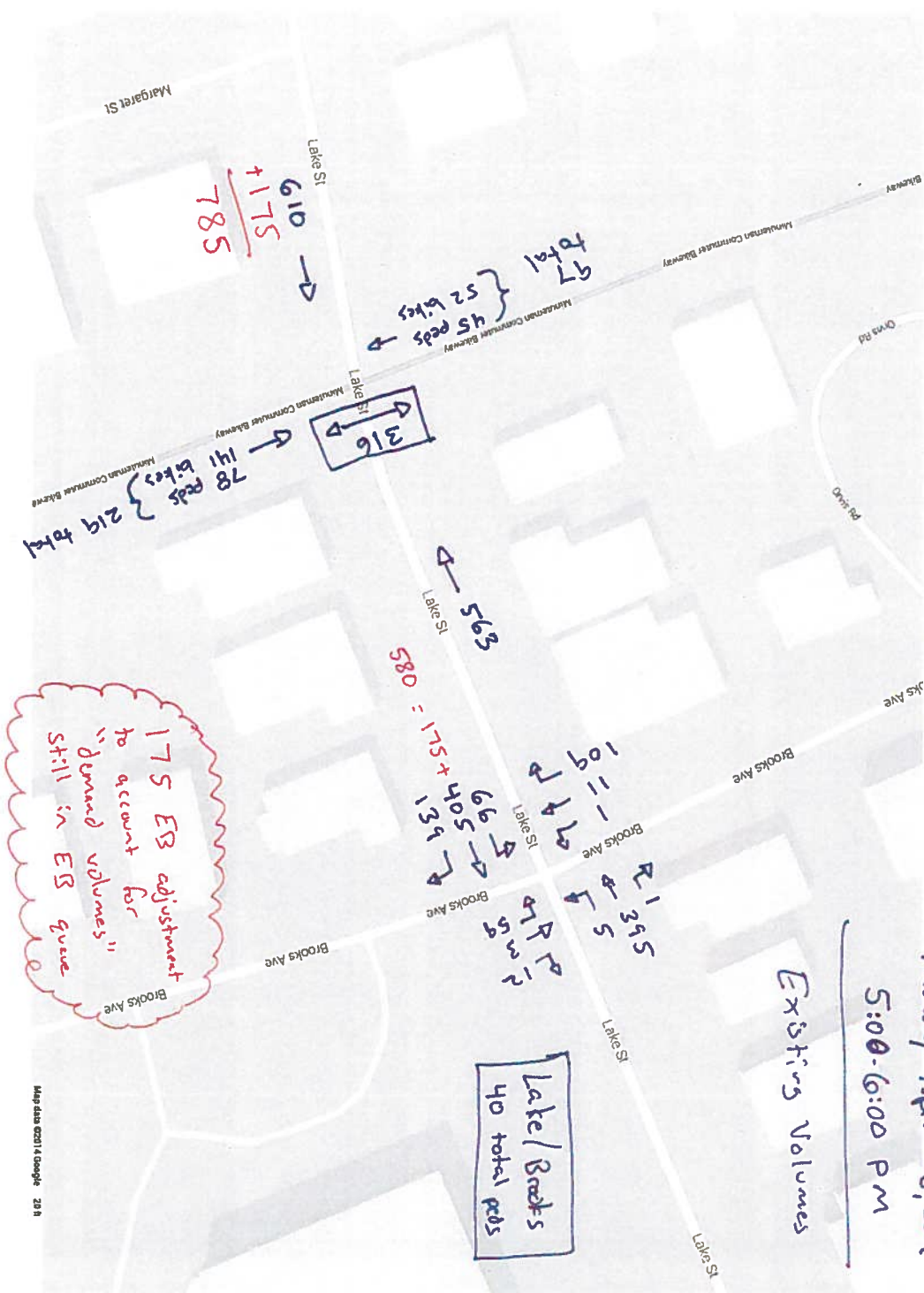
Existing Volumes



Monday April 28, 2014

5:00-6:00 PM

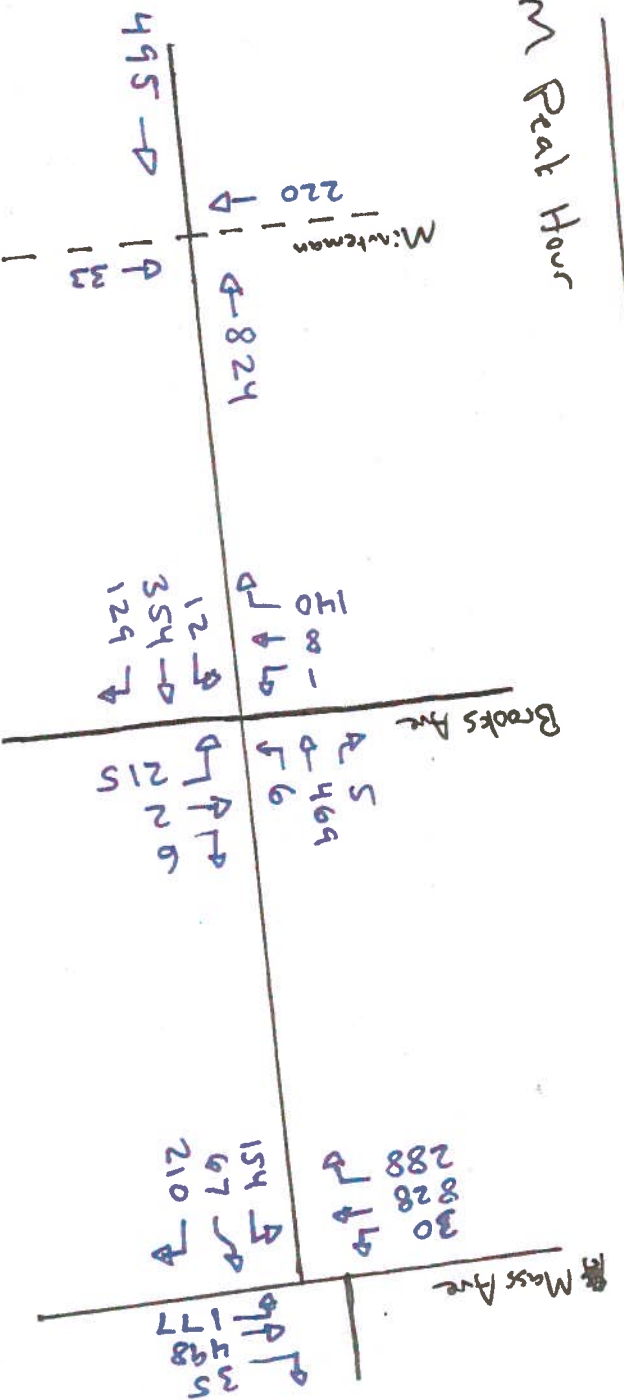
Existing Volumes



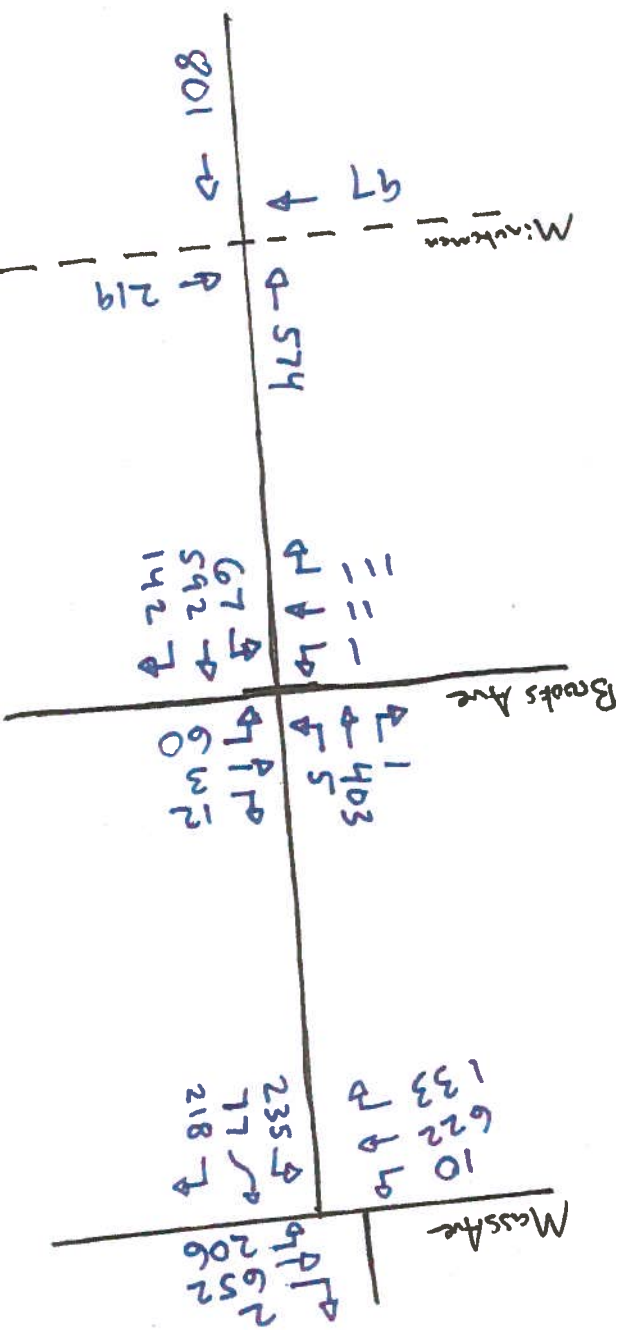
2018 traffic volume projections

June 6, 2014

AM Peak Hour



PM Peak Hour



Tuesday, April 29, 2014 - 7:30am to 8:30am - cloudy, low 40's (F)

Lake Street / Brooks Avenue

	Lake Street Eastbound				Lake Street Westbound				Brooks Avenue Northbound				Brooks Avenue Southbound				Overall	Pedestrians	
	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total		Num.	Num. of Ped Calls
7:30 AM to 7:45 AM	3	87	20	110	3	110	5	118	31	1	2	34	0	2	26	28	290		
7:45 AM to 8:00 AM	2	85	32	119	2	108	0	110	67	0	1	68	0	1	42	43	340		
8:00 AM to 8:15 AM	4	80	44	128	1	119	0	120	63	0	1	64	1	5	29	35	347		
8:15 AM to 8:30 AM	3	95	30	128	0	123	0	123	50	1	2	53	0	0	40	40	344		
Hourly Total	12	347	126	485	6	460	5	471	211	2	6	219	1	8	137	146	1321		
PHF	0.75	0.91	0.72	0.95	0.50	0.93	0.25	0.96	0.79	0.50	0.75	0.81	0.25	0.40	0.82	0.85	0.95		

Monday, April 28, 2014 - 5:00pm to 6:00pm

Lake Street / Brooks Avenue

	Lake Street Eastbound				Lake Street Westbound				Brooks Avenue Northbound				Brooks Avenue Southbound				Overall	Pedestrians	
	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total		Num.	Num. of Ped Calls
5:00 PM to 5:15 PM	15	129	41	185	1	84	1	86	18	2	4	24	1	3	20	24	319	1	0
5:15 PM to 5:30 PM	20	90	23	133	1	119	0	120	18	0	2	20	0	2	35	37	310	8	3
5:30 PM to 5:45 PM	17	95	42	154	1	111	0	112	9	1	1	11	0	2	34	36	313	13	4
5:45 PM to 6:00 PM	14	91	33	138	2	81	0	83	14	0	5	19	0	4	20	24	264	18	8
Hourly Total	66	405	139	610	5	395	1	401	59	3	12	74	1	11	109	121	1206	40	15
PHF	0.83	0.78	0.83	0.82	0.63	0.83	0.25	0.84	0.82	0.38	0.60	0.77	0.25	0.69	0.78	0.82	0.95		

Tuesday, April 29, 2014 - 7:30am to 8:30am - cloudy, low 40's (F)
Lake Street / Minuteman Bike Path Crossing

	Minuteman Bike Path Lake Street Crossing Northbound			Minuteman Bike Path Lake Street Crossing Southbound			Minuteman Bike Path Lake Street Crossing Both Directions		
	Peds	Bikes	Total	Peds	Bikes	Total	Peds	Bikes	Total
7:30 AM to 7:45 AM	6	5	11	15	28	43	21	33	54
7:45 AM to 8:00 AM	1	3	4	18	34	52	19	37	56
8:00 AM to 8:15 AM	8	6	14	19	43	62	27	49	76
8:15 AM to 8:30 AM	1	3	4	21	42	63	22	45	67
Hourly Total	16	17	33	73	147	220	89	164	253

Monday, April 28, 2014 - 5:00pm to 6:00pm
Lake Street / Minuteman Bike Path Crossing

	Minuteman Bike Path Lake Street Crossing Northbound			Minuteman Bike Path Lake Street Crossing Southbound			Minuteman Bike Path Lake Street Crossing Both Directions		
	Peds	Bikes	Total	Peds	Bikes	Total	Peds	Bikes	Total
5:00 PM to 5:15 PM	15	19	34	15	10	36	50	29	123
5:15 PM to 5:30 PM	20	33	53		11			44	
5:30 PM to 5:45 PM	16	38	54	30	13	61	73	51	193
5:45 PM to 6:00 PM	27	51	78		18			69	
Hourly Total	78	141	219	45	52	97	123	193	316

Location : Lake Street West of
Location : Freeman Street
City/State: Arlington, MA
Counter : 16428

Accurate Counts
978-664-2565

Site Code: 14720008
147200V8

Start Time	26-May-10 Wed	WB		Hour Totals		EB		Hour Totals		Combined Totals	
		Morning	Afternoon	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon
12:00		4	48	12	69						
12:15		3	56	6	75						
12:30		3	51	13	79						
12:45		3	59	3	66	34	289	47	503		
01:00		1	44	5	67						
01:15		4	54	1	57						
01:30		2	41	1	76						
01:45		5	52	1	70	8	270	20	461		
02:00		2	62	0	63						
02:15		1	52	1	83						
02:30		5	63	3	88						
02:45		1	61	2	106	6	340	15	578		
03:00		2	54	0	101						
03:15		5	55	1	117						
03:30		2	63	2	119						
03:45		1	66	1	130	4	467	14	705		
04:00		1	83	2	123						
04:15		2	67	2	117						
04:30		3	54	2	104						
04:45		3	71	2	142	8	486	17	761		
05:00		6	66	10	112						
05:15		6	100	6	127						
05:30		11	72	12	140						
05:45		20	70	13	112	41	491	84	799		
06:00		22	71	15	126						
06:15		37	71	25	135						
06:30		59	73	41	125						
06:45		74	55	66	124	147	510	339	780		
07:00		102	64	80	129						
07:15		118	57	98	110						
07:30		106	59	105	101						
07:45		69	45	88	80	371	420	766	645		
08:00		76	38	73	87						
08:15		50	51	93	75						
08:30		86	39	82	47						
08:45		106	38	89	51	337	260	655	426		
09:00		78	43	116	41						
09:15		74	28	105	50						
09:30		86	29	102	43						
09:45		64	18	78	33	390	167	692	285		
10:00		57	25	67	33						
10:15		50	22	60	27						
10:30		51	23	67	38						
10:45		48	25	77	14	282	112	488	207		
11:00		42	9	67	14						
11:15		42	18	71	21						
11:30		49	13	74	22						
11:45		61	15	58	19	270	76	464	131		
Total		1703	2393	1898	3888			3601	6281		
Percent		41.6%	58.4%	32.8%	67.2%			36.4%	63.6%		

Location : Lake Street West of
Location : Freeman Street
City/State: Arlington, MA
Counter : 16428

Accurate Counts
978-664-2565

Page 2
Site Code: 14720008
147200V8

Start Time	27-May-10 Thu	WB		Hour Totals		EB		Hour Totals		Combined Totals	
		Morning	Afternoon	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon
12:00		4	53			15	75				
12:15		6	52	11	72						
12:30		2	45	7	71						
12:45		5	50	4	64			37	282	54	482
01:00		8	55	5	58						
01:15		3	47	1	59						
01:30		5	54	5	67						
01:45		2	42	2	84			13	268	31	466
02:00		5	61	2	68						
02:15		2	48	0	89						
02:30		3	61	1	82						
02:45		4	54	3	96			6	335	20	559
03:00		3	59	2	87						
03:15		4	58	1	120						
03:30		2	58	2	117						
03:45		1	77	1	113			6	437	16	689
04:00		2	75	3	122						
04:15		3	74	2	138						
04:30		2	55	3	112						
04:45		3	74	0	125			8	497	18	775
05:00		3	67	3	128						
05:15		7	78	4	115						
05:30		13	76	7	131						
05:45		15	75	9	103			23	477	61	773
06:00		24	67	20	132						
06:15		39	75	38	124						
06:30		56	72	45	117						
06:45		75	67	59	138			162	511	356	792
07:00		94	57	93	126						
07:15		117	54	95	109						
07:30		117	55	90	99						
07:45		91	45	93	80			371	414	790	625
08:00		77	42	94	63						
08:15		83	47	94	78						
08:30		108	37	111	68						
08:45		103	37	118	61			417	270	788	433
09:00		91	35	126	57						
09:15		75	47	84	54						
09:30		73	36	97	44						
09:45		58	26	88	45			395	200	692	344
10:00		58	25	88	35						
10:15		45	25	64	42						
10:30		44	19	65	29						
10:45		42	22	68	26			285	132	474	223
11:00		52	13	66	31						
11:15		60	9	56	23						
11:30		42	3	50	22						
11:45		46	9	62	9			234	85	434	119
Total		1777	2372	1957	3908					3734	6280
Percent		42.8%	57.2%	33.4%	66.6%					37.3%	62.7%
Grand Total		3480	4765	3865	7796					7335	12561
Percent		42.2%	57.8%	33.1%	66.9%					36.9%	63.1%
ADT		ADT 9,948		AADT 9,948							

Location : Brooks Avenue South of
Location : Lake Street
City/State: Arlington, MA
Counter : 2567

Accurate Counts
978-664-2565

Site Code: 14720007
147200V7

Start Time	26-May-10 Wed	SB		Hour Totals		NB		Hour Totals		Combined Totals	
		Morning	Afternoon	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon
12:00		5	9			0	13				
12:15		5	18			0	5				
12:30		0	16			0	2				
12:45		1	14	11	57	0	14	0	34	11	91
01:00		2	20			0	7				
01:15		0	7			0	7				
01:30		0	12			0	6				
01:45		0	26	2	65	0	4	0	24	2	89
02:00		0	38			1	8				
02:15		0	18			0	15				
02:30		1	21			0	7				
02:45		0	23	1	100	0	14	1	44	2	144
03:00		0	15			0	9				
03:15		1	21			0	8				
03:30		1	27			0	12				
03:45		1	30	3	93	0	12	0	41	3	134
04:00		0	29			0	11				
04:15		0	43			0	11				
04:30		0	49			0	9				
04:45		1	39	1	160	0	12	0	43	1	203
05:00		2	48			1	18				
05:15		0	32			0	16				
05:30		2	38			3	32				
05:45		4	38	8	156	5	10	9	76	17	232
06:00		6	33			1	10				
06:15		3	45			2	12				
06:30		8	35			7	12				
06:45		16	49	33	162	10	10	20	44	53	206
07:00		16	26			21	4				
07:15		27	21			32	7				
07:30		26	22			68	14				
07:45		34	17	103	86	69	3	190	28	293	114
08:00		38	17			49	3				
08:15		46	13			39	2				
08:30		41	14			61	1				
08:45		30	18	155	62	41	4	190	10	345	72
09:00		24	16			20	2				
09:15		16	11			14	1				
09:30		20	8			20	1				
09:45		16	6	76	41	12	3	66	8	142	49
10:00		10	11			5	3				
10:15		10	13			5	5				
10:30		10	10			7	0				
10:45		18	3	48	37	6	1	23	9	71	46
11:00		8	2			2	2				
11:15		10	7			8	0				
11:30		12	0			8	0				
11:45		3	4	33	13	1	3	19	5	52	18
Total		474	1032			518	366			992	1398
Percent		31.5%	68.5%			58.6%	41.4%			41.5%	58.5%

Location : Brooks Avenue South of
Location : Lake Street
City/State: Arlington, MA
Counter : 2567

Accurate Counts
978-664-2565

Page 2
Site Code: 14720007
147200V7

Start Time	27-May-10 Thu	SB		Hour Totals		NB		Hour Totals		Combined Totals	
		Morning	Afternoon	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon
12:00		3	18			1	2				
12:15		1	18	1	6						
12:30		2	24	0	13						
12:45		1	18	0	7			2	28	9	106
01:00		1	13	1	12						
01:15		0	19	0	9						
01:30		0	19	0	5						
01:45		0	30	0	8			1	34	2	115
02:00		0	31	0	8						
02:15		1	15	0	4						
02:30		0	20	0	5						
02:45		0	27	1	8			0	25	1	118
03:00		1	12	0	12						
03:15		0	23	0	16						
03:30		0	30	0	8						
03:45		0	21	1	11			0	47	1	133
04:00		0	36	0	10						
04:15		1	31	0	11						
04:30		0	32	1	13						
04:45		0	34		16			1	50	2	183
05:00		1	33	0	17						
05:15		1	32	1	13						
05:30		0	33	0	15						
05:45		2	24	3	20			5	65	9	187
06:00		7	30	2	10						
06:15		8	49	4	20						
06:30		5	40	8	15						
06:45		2	46	9	13			23	58	45	223
07:00		17	31	19	4						
07:15		27	28	38	7						
07:30		26	15	55	9						
07:45		26	11	70	8			182	27	278	112
08:00		33	18	58	7						
08:15		35	13	64	5						
08:30		33	13	50	2			213	22	354	76
08:45		40	10	41	2						
09:00		21	11	20	2						
09:15		18	8	12	2						
09:30		16	9	9	4						
09:45		6	9	9	2			50	10	111	47
10:00		15	16	5	3						
10:15		15	6	11	4						
10:30		9	14	7	2						
10:45		8	4	9	1			32	10	79	50
11:00		14	7	6	2						
11:15		12	4	3	2						
11:30		11	5	5	1						
11:45		16	2	6	0			20	5	73	23
Total		435	992	529	381					964	1373
Percent		30.5%	69.5%	58.1%	41.9%					41.2%	58.8%
Grand Total		909	2024	1047	747					1956	2771
Percent		31.0%	69.0%	58.4%	41.6%					41.4%	58.6%
ADT		ADT 2,364	AADT 2,364								

Appendix B

Crash History



CAD Incident Search Results



Search Again

Go To Sql Statement

CAD Search Results

Incident#	Date/Time	Location	Incident Type
13021076	08/23/2013 11:04:46	BIKE PATH	ACC W/INJURY
12026349	11/14/2012 17:03:32	CONCORD TNPK	ACC W/INJURY
12025152	10/30/2012 22:52:38	RT2	ACC W/INJURY
12008745	04/24/2012 08:39:10	HERBERT RD	ACC W/INJURY
12008241	04/18/2012 08:49:20	HERBERT RD	ACC W/INJURY
12005375	03/12/2012 15:25:38	BIKE PATH	ACC W/INJURY

SQL Statement Used in Search

select distinct cadinclog.inccnum, cadinclog.dtreceived, cadinclog.stnum, cadinclog.stname1, cadinclog.inctype, nbrincidents.inccnum pinccnum, nfincidents.inccnum finccnum from cadinclog, outer nbrincidents, outer nfincidents where ((cadinclog.dtreceived between "2011-01-01 00:00:00" and "2014-12-31 23:59:59") and (cadinclog.inctypecode like "420%") and (cadinclog.stname2 like "LAKES%") and nbrincidents.cadincnum = cadinclog.inccnum and nfincidents.cadincnum = cadinclog.inccnum order by cadinclog.inccnum desc;

Search Again

Number of Incidents Listed 6



CAD Incident Search Results

CAD/Partner
QUICK SEARCH
PARAMETER: FNC
V7 04.0004[Search Again](#)[Go To Sql Statement](#)

CAD Search Results

Incident#	Date/Time	Location	Incident Type
14005182	03/06/2014 15:13:34	CONCORD TNPK	ACC W/O INJURY
14001272	01/16/2014 17:55:04	HERBERT RD	ACC W/O INJURY
13022212	09/03/2013 19:11:12	BURCH ST	ACC W/O INJURY
13019755	08/08/2013 18:18:10	BROOKS AVE	ACC W/O INJURY
13003119	02/01/2013 08:54:13	COLONIAL DR	ACC W/O INJURY
12029603	12/20/2012 16:43:29	BROOKS AVE	ACC W/O INJURY
12026158	11/12/2012 07:48:26	BROOKS AVE	ACC W/O INJURY
12024494	10/25/2012 08:01:09	BROOKS AVE	ACC W/O INJURY
12018611	08/16/2012 18:28:52	BURCH ST	ACC W/O INJURY
12016392	07/20/2012 10:01:54	BIKE PATH	ACC W/O INJURY
12009246	04/30/2012 08:09:58	LAKE ST	ACC W/O INJURY
11026206	12/05/2011 08:57:09	BROOKS AVE	ACC W/O INJURY
11024591	11/11/2011 18:11:16	HERBERT RD	ACC W/O INJURY
11019749	09/09/2011 08:53:41	LAKE ST	ACC W/O INJURY
11016257	07/27/2011 17:45:48	CABOT RD	ACC W/O INJURY
11015847	07/22/2011 08:17:05	CABOT RD	ACC W/O INJURY
11014490	07/05/2011 09:26:43	HERBERT RD	ACC W/O INJURY
11007382	04/07/2011 16:39:26	HERBERT RD	ACC W/O INJURY
11003099	02/09/2011 09:39:16	BROOKS AVE	ACC W/O INJURY

SQL Statement Used in Search

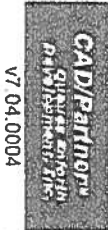
```
select distinct cadinclog.incnun, cadinclog.dtreceived, cadinclog.stnum, cadinclog.stname1,
cadinclog.inctype, nbrincidents.incnun pinunum, nf5incidents.incnun finunum from cadinclog,
outer nbrincidents, outer nf5incidents where ((cadinclog.dtreceived between "2011-01-01
00:00:00" and "2014-12-31 23:59:59") and (cadinclog.inctypecode like "430%") and
(cadinclog.stname2 like "LAKE%") and nbrincidents.cadincunum = cadinclog.incnun and
nf5incidents.cadincunum = cadinclog.incnun order by cadinclog.incnun desc;
```

[Search Again](#)

Number of Incidents Listed 19



CAD Incident Search Results



☒ Search Again

[Go To Sql Statement](#)

CAD Search Results

Incident#	Date/Time	Location	Incident Type
<u>14002847</u>	02/05/2014 14:26:06	BROOKS AVE	HIT AND RUN
<u>13006014</u>	03/04/2013 16:47:43	BROOKS AVE	HIT AND RUN
<u>12013354</u>	06/15/2012 14:04:36	BROOKS AVE	HIT AND RUN
<u>12010160</u>	05/11/2012 09:45:40	BROOKS AVE	HIT AND RUN

SQL Statement Used in Search

select distinct cadinclog.incnum, cadinclog.dtreceived, cadinclog.stnum, cadinclog.stname1, cadinclog.inctype, nbrincidents.incnum pinum, nf5incidents.incnum finum from cadinclog, outer nbrincidents, outer nf5incidents where ((cadinclog.dtreceived between "2011-01-01 00:00:00" and "2014-12-31 23:59:59") and (cadinclog.inctypecode like "440%") and (cadinclog.stname2 like "LAKE%") and nbrincidents.cadincnum = cadinclog.incnum and nf5incidents.cadincnum = cadinclog.incnum order by cadinclog.incnum desc;

☒ Search Again

Number of Incidents Listed 4



CAD Incident Search Results



Search Again

[Go To Sql Statement](#)

CAD Search Results

Incident#	Date/Time	Location	Incident Type
12003464	02/16/2012 14:32:02	BIKE PATH	ACC PEDESTRIAN

SQL Statement Used in Search

select distinct cadinclog.incnum, cadinclog.dtreceived, cadinclog.stnum, cadinclog.stname1, cadinclog.inctype, nbrincidents.incnum pinum, nf5incidents.incnum finum from cadinclog, outer nbrincidents, outer nf5incidents where ((cadinclog.dtreceived between "2011-01-01 00:00:00" and "2014-12-31 23:59:59") and (cadinclog.inctypecode like "450%") and (cadinclog.stname2 like "LAKE%") and nbrincidents.cadincnum = cadinclog.incnum and nf5incidents.cadincnum = cadinclog.incnum order by cadinclog.incnum desc;

Search Again

Number of Incidents Listed 1



CAD Incident Search Results



Search Again

Go To Sql Statement

CAD Search Results

Incident#	Date/Time	Location	Incident Type
<u>13005815</u>	03/02/2013 17:16:10	LAKE ST	ACC PEDESTRIAN
<u>12018301</u>	08/13/2012 11:07:31	LAKE ST	ACC PEDESTRIAN

SQL Statement Used in Search

select distinct cadinclog.incnun, cadinclog.dtreceived, cadinclog.stnum, cadinclog.stname1, cadinclog.inctype, nbrincidents.incnun pinunum, nfiincidents.incnun fincnun from cadinclog, outer nbrincidents, outer nfiincidents where ((cadinclog.dtreceived between "2011-01-01 00:00:00" and "2014-12-31 23:59:59") and (cadinclog.inctypecode like "450%") and (cadinclog.stname1 like "LAKE%") and nbrincidents.cadincnum = cadinclog.incnun and nfiincidents.cadincnum = cadinclog.incnun order by cadinclog.incnun desc;

Search Again

Number of Incidents Listed 2



CAD Incident Search Results



Search Again

Go To Sql Statement

CAD Search Results

Incident#	Date/Time	Location	Incident Type
14001178	01/15/2014 17:55:31	LAKE ST	HIT AND RUN
13018374	07/25/2013 07:24:58	102 LAKE ST	HIT AND RUN
13016541	07/02/2013 16:39:08	LAKE ST	HIT AND RUN
13006446	03/09/2013 14:15:46	46 LAKEHILL AVE	HIT AND RUN
13005078	02/23/2013 01:22:58	LAKE ST	HIT AND RUN

SQL Statement Used in Search

select distinct cadinclog.incnun, cadinclog.dtreceived, cadinclog.stnum, cadinclog.stname1, cadinclog.inctype, nbrincidents.incnun pincun, n5incidents.incnun fincnun from cadinclog, outer nbrincidents, outer n5incidents where ((cadinclog.dtreceived between "2011-01-01 00:00:00" and "2014-12-31 23:59:59") and (cadinclog.inctypecode like "440%") and (cadinclog.stname1 like "LAKE%") and nbrincidents.cadincunum = cadinclog.incnun and n5incidents.cadincunum = cadinclog.incnun order by cadinclog.incnun desc;

Search Again

Number of Incidents Listed 5



CAD Incident Search Results

[Search Again](#)[Go To Sql Statement](#)


CAD Search Results

Incident#	Date/Time	Location	Incident Type
14010142	05/09/2014 21:47:00	81 LAKE ST	ACC W/O INJURY
14008372	04/16/2014 04:18:56	LAKE ST	ACC W/O INJURY
14008221	04/14/2014 15:38:47	16 LAKE ST	ACC W/O INJURY
14006342	03/21/2014 10:53:47	LAKE ST	ACC W/O INJURY
14006337	03/21/2014 08:51:56	LAKEVIEW	ACC W/O INJURY
14006167	03/19/2014 07:49:06	67 LAKE ST	ACC W/O INJURY
14005029	03/04/2014 18:11:00	LAKEVIEW	ACC W/O INJURY
14003622	02/14/2014 16:00:17	LAKE ST	ACC W/O INJURY
14003515	02/13/2014 08:41:30	LAKE ST	ACC W/O INJURY
14002123	01/28/2014 07:35:40	LAKE ST	ACC W/O INJURY
14000733	01/10/2014 08:35:10	LAKE ST	ACC W/O INJURY
13031223	12/16/2013 08:14:34	LAKE ST	ACC W/O INJURY
13027665	11/03/2013 01:47:06	200 LAKE ST	ACC W/O INJURY
13026536	10/22/2013 13:03:55	LAKE ST	ACC W/O INJURY
13024034	09/23/2013 18:23:10	66 LAKE ST	ACC W/O INJURY
13024000	09/23/2013 09:18:14	LAKE ST	ACC W/O INJURY
13022208	09/03/2013 17:55:31	LAKE ST	ACC W/O INJURY
13013121	05/25/2013 11:02:37	LAKE ST	ACC W/O INJURY
13011260	05/04/2013 08:55:24	LAKE ST	ACC W/O INJURY
13010467	04/25/2013 08:22:44	77 LAKE ST	ACC W/O INJURY
13010370	04/24/2013 06:54:44	LAKE ST	ACC W/O INJURY
13008432	04/01/2013 14:22:46	72 LAKE ST	ACC W/O INJURY
13006165	03/06/2013 07:37:58	52 LAKE ST	ACC W/O INJURY
13004430	02/15/2013 17:11:18	LAKE ST	ACC W/O INJURY
13002439	01/25/2013 17:45:45	LAKE ST	ACC W/O INJURY
13001540	01/16/2013 15:12:31	135 LAKE ST	ACC W/O INJURY
12029367	12/18/2012 08:50:49	100 LAKE ST	ACC W/O INJURY
12026631	11/17/2012 19:02:20	LAKE ST	ACC W/O INJURY
12021332	09/18/2012 08:22:15	67 LAKE ST.	ACC W/O INJURY
12020648	09/10/2012 17:27:12	266 LAKE ST	ACC W/O INJURY
12018518	08/15/2012 22:44:40	95 LAKE ST	ACC W/O INJURY
12012747	06/08/2012 18:41:28	LAKE ST	ACC W/O INJURY
12012746	06/08/2012 18:38:29	LAKE ST	ACC W/O INJURY

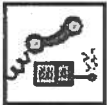
<u>12009246</u>	04/30/2012 08:09:58	LAKE ST	ACC W/O INJURY
<u>12008145</u>	04/17/2012 08:20:50	LAKE ST	ACC W/O INJURY
<u>12007619</u>	04/10/2012 17:53:47	LAKE ST	ACC W/O INJURY
<u>12006804</u>	03/31/2012 13:23:41	126 LAKE ST	ACC W/O INJURY
<u>12006092</u>	03/21/2012 17:43:17	LAKE	ACC W/O INJURY
<u>12004431</u>	02/28/2012 16:07:26	283 LAKE ST	ACC W/O INJURY
<u>12004401</u>	02/28/2012 07:11:43	LAKE ST	ACC W/O INJURY
<u>12000381</u>	01/06/2012 18:39:32	LAKE ST	ACC W/O INJURY
<u>11027046</u>	12/18/2011 20:34:15	LAKE ST	ACC W/O INJURY
<u>11025769</u>	11/28/2011 18:06:22	LAKE ST	ACC W/O INJURY
<u>11024344</u>	11/08/2011 17:27:34	255 LAKE ST	ACC W/O INJURY
<u>11023052</u>	10/23/2011 12:10:04	LAKE ST	ACC W/O INJURY
<u>11022192</u>	10/12/2011 13:16:36	166 LAKE ST	ACC W/O INJURY
<u>11020186</u>	09/15/2011 17:35:57	289 LAKE ST	ACC W/O INJURY
<u>11019749</u>	09/09/2011 08:53:41	LAKE ST	ACC W/O INJURY
<u>11018287</u>	08/23/2011 14:40:55	9 LAKEHILL AVE	ACC W/O INJURY
<u>11018012</u>	08/19/2011 13:08:46	LAKE ST	ACC W/O INJURY
<u>11017322</u>	08/10/2011 12:49:14	LAKE ST	ACC W/O INJURY
<u>11015282</u>	07/14/2011 18:08:54	LAKE ST	ACC W/O INJURY
<u>11014585</u>	07/06/2011 09:34:33	LAKE ST	ACC W/O INJURY
<u>11010782</u>	05/22/2011 08:00:53	LAKE ST	ACC W/O INJURY
<u>11009793</u>	05/09/2011 17:00:08	LAKE ST	ACC W/O INJURY
<u>11009066</u>	04/29/2011 18:20:55	134 LAKE ST	ACC W/O INJURY
<u>11008944</u>	04/28/2011 10:44:27	200 LAKE ST	ACC W/O INJURY
<u>11007898</u>	04/14/2011 08:03:10	LAKE ST	ACC W/O INJURY
<u>11005852</u>	03/18/2011 12:48:59	200 LAKE ST	ACC W/O INJURY
<u>11005824</u>	03/18/2011 07:40:16	LAKE ST	ACC W/O INJURY
<u>11003552</u>	02/15/2011 07:54:40	LAKE ST	ACC W/O INJURY
<u>11003340</u>	02/11/2011 18:13:57	LAKE ST	ACC W/O INJURY
<u>11002767</u>	02/05/2011 11:27:11	LAKE ST	ACC W/O INJURY
<u>11002676</u>	02/04/2011 14:01:06	LAKE ST	ACC W/O INJURY
<u>11002293</u>	01/31/2011 09:38:33	288 LAKE ST	ACC W/O INJURY

SQL Statement Used in Search

```
select distinct cadinclog.incnum, cadinclog.dtreceived, cadinclog.stnum, cadinclog.stname1,
cadinclog.inctype, nbrincidents.incnum pinenum, n5incidents.incnum finenum from cadinclog,
outer nbrincidents, outer n5incidents where ((cadinclog.dtreceived between "2011-01-01
00:00:00" and "2014-12-31 23:59:59") and (cadinclog.inctypecode like "430%") and
(cadinclog.stname1 like "LAKE%") and nbrincidents.cadincnum = cadinclog.incnum and
n5incidents.cadincnum = cadinclog.incnum order by cadinclog.incnum desc;
```

 Search Again

Number of Incidents Listed 65



CAD Incident Search Results



Search Again

Go To Sql Statement

CAD Search Results

Incident#	Date/Time	Location	Incident Type
13018988	07/31/2013 21:28:19	LAKE ST	ACC W/INJURY
13015854	06/25/2013 01:31:58	134 LAKE ST	ACC W/INJURY
13006596	03/11/2013 08:05:10	LAKE ST	ACC W/INJURY
13005968	03/04/2013 05:48:11	LAKE ST	ACC W/INJURY
12027412	11/27/2012 10:19:24	LAKE ST	ACC W/INJURY
12009987	05/09/2012 12:47:57	LAKE ST	ACC W/INJURY
12007820	04/13/2012 08:24:07	75 LAKE ST	ACC W/INJURY
11022022	10/10/2011 07:21:46	LAKE ST	ACC W/INJURY
11018505	08/26/2011 07:58:25	173 LAKE ST	ACC W/INJURY
11002054	01/28/2011 08:39:01	LAKE	ACC W/INJURY

SQL Statement Used in Search

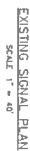
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Search Again

Number of Incidents Listed 10

Appendix C

Mass-Lake Intersection Signal Plans

$$f(\mathbf{y}) = \frac{1}{\sqrt{2\pi}} \exp\left(-\frac{1}{2}\mathbf{y}^T \mathbf{y}\right) = \frac{1}{\sqrt{2\pi}} \exp\left(-\frac{1}{2}(\mathbf{y} - \mathbf{0})^T (\mathbf{y} - \mathbf{0})\right)$$


NOTES

- 1 REMOVE AND STACK ALL EXISTING REINFORCING STEEL EQUIPMENT AND ABANDON ALL EXISTING TRAFFIC SIGNAL CABINETS.
- 2 SON BORMERS SHALL BE CONCRETED AT THE LOCATION OF EACH PROPOSED WASTEWATER DRAINAGE. BORMERS SHALL BE PAID FOR UNDER ITEMS 191.10, 191.11 AND 191.12.
- 3 ALL PROPOSED CONDUIT SHALL BE 3" HIGH ELECTRICAL CONDUIT TYPE NM-PLASTIC - (UL), UNLESS OTHERWISE NOTED ON THE PLAN.
- 4 ALL PROPOSED PULL BOXES SHALL BE 12"x12" - ASD 03, UNLESS OTHERWISE NOTED ON THE PLAN.



DATE	FIELD AND PLOT NO.	WIND	TEMP.
10/10/00	10/10/00	10/10/00	10/10/00

	06	177
PPE-08 (T-F-11-M) 00-0007		

LOCATION NO. 3
MASSACHUSETTS AVE/LAKE ST

STANDARD AND TYPING FOR FULL-ACTUATED TRAFFIC SIGNAL CONTROL												EMERGENCY PRE-LIGHTING											

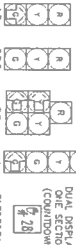
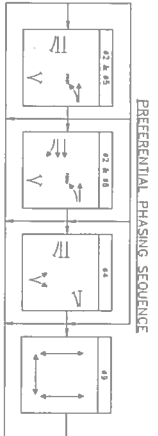
[illegible]

1. EMERGENCY VEHICLE PRE-CAUTION SIGNALS SHALL BE OPTICALLY TRANSMITTED BY OPTICAL EMITTERS MOUNTED IN EMERGENCY VEHICLES AND

3 FLASHING OPERATION PER MUICD SECTION 42.28 THROUGH SECTION 42.30
 MAX I = NORMAL OPERATION
 MAX II = HOLD-FIRE, 35M - 75M
 5 02 + 06 DUAL ENTRY

[illegible]

SIGNAL IDENTIFI



A/B	CDG	EF	J	PI/PSP/PA
	NR			P386
1	ALL TRAFFIC SIGNAL HEADS SHALL BE EQUIPPED WITH 25' LOVERED BACKPLATES WITH RETROREFLECTIVE BORDER (YELLOW)			
2	ALL SIGNAL HEADS SHALL BE EQUIPPED WITH LED MODULES WITH 17 LENSES AND BE EQUIPPED WITH CAP VISORS			
3	ALL FOOTSTAMP INDICATORS SHALL BE 18" COUNTERH			
	LED AND BE EQUIPPED WITH SUN CAP VISORS			

DETECTION	NO OF HIDDEN L2/L3	LOOP	LOOP DETECTION				ANALYSIS				
			ANALYSIS NO	COUNT NO	STATE PATTERN	TRANS	NO OF CALLS	EXTENSION	ANALYSIS (SEC/TEST)	ELAPSED (SEC/TEST)	
Δ	1	6-6	1	2	IN	5	6	0	0	0	0
Δ	2	6-6	1	2	IN	5	6	0	0	0	0
Δ	3	13-6	2	1	IN	4	6	0	0	0	0
Δ	4	6-6	2	1	IN	5	6	0	0	0	0
Δ	5	6-6	2	1	IN	4	6	0	0	0	0
Δ	6	6-6	2	1	IN	5	6	0	0	0	0
Δ	7	6-6	2	1	IN	5	6	0	0	0	0
Δ	8	6-6	2	1	IN	5	6	0	0	0	0
Δ	9	6-6	2	1	IN	4	6	0	0	0	0
Δ	10	6-6	2	1	IN	5	6	0	0	0	0
Δ	11	6-6	2	1	IN	4	6	0	0	0	0
Δ	12	6-6	2	1	IN	4	6	0	0	0	0
Δ	13	6-6	2	1	IN	4	6	0	0	0	0
Δ	14	6-6	2	1	IN	4	6	0	0	0	0
Δ	15	6-6	2	1	IN	4	6	0	0	0	0
Δ	16	6-6	2	1	IN	4	6	0	0	0	0
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Δ	18	6-6	2	1	IN	4	6	0	0	0	0
Δ	19	6-6	2	1	IN	4	6	0	0	0	0
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Δ	98	6-6	2	1	IN	4	6	0	0	0	0
Δ	99	6-6	2	1	IN	4	6	0	0	0	0
Δ	100	6-6	2	1	IN	4	6	0	0	0	0

5-1000 TESTS, 1000

[illegible]

Appendix D

Analysis Alternatives

All scenarios, including No-Build, have Mass Ave / Lake St per FST plans

		Cycle Length (seconds)	
		AM	PM
No-Build	<ul style="list-style-type: none">• bike path unsignalized• existing signal timing/phasing at Brooks	100	100
Alt 1	<ul style="list-style-type: none">• signal at bike path, coordinated with signal at Brooks• Brooks Signal optimized• existing signal phasing at Brooks (protected NB Left)	75	75
Alt 2	<ul style="list-style-type: none">• signal at bike path, coordinated with signal at Brooks• Brooks Signal optimized• existing signal phasing at Brooks (protected NB Left)	100 at Brooks 50 at Bike Path	100 at Brooks 50 at Bike Path
Alt 3	<ul style="list-style-type: none">• signal at bike path, coordinated with signal at Brooks• Brooks Signal optimized• all permitted turns at Brooks	65	65
Alt 4	<ul style="list-style-type: none">• bike path unsignalized• Brooks Signal optimized (but still semi-actuated)• existing signal phasing at Brooks (protected NB Left)	80	90
Alt 5	<ul style="list-style-type: none">• bike path unsignalized• Brooks Signal optimized (but still semi-actuated)• all permitted turns at Brooks	65	80
Alt 6	<ul style="list-style-type: none">• signal at bike path, coordinated with signal at Brooks and coordinated with signal at Mass Ave• Brooks Signal optimized• all permitted turns at Brooks	100	100

Appendix E

Capacity Analysis Results

Lake Street Corridor - Average Delay per Vehicle (sec)

	2018 Future No-Build	2018 Future Alt 1	2018 Future Alt 3	2018 Future Alt 4	2018 Future Alt 5
Weekday Morning Peak Hour					
Lake Street - Eastbound Corridor Delay	115.2	107.0	91.4	151.6	103.4
Lake Street - Westbound Corridor Delay	51.3	45.9	36.2	138.0	67.9
Pedestrian/Bicycle Delay at Bike Path	7.5	27.3	22.4	7.5	7.5
Weekday Afternoon Peak Hour					
Lake Street - Eastbound Corridor Delay	556.4	149.1	224.7	592.5	409.0
Lake Street - Westbound Corridor Delay	58.1	28.0	20.3	40.2	32.0
Pedestrian/Bicycle Delay at Bike Path	7.5	27.3	22.4	7.5	7.5

Notes:

The Lake Street Eastbound Corridor Delay is the average delay per vehicle to travel through the bike path crossing, the Brooks Ave intersection, and the Mass Ave intersection.

The Lake Street Westbound Corridor Delay is the average delay per vehicle to travel through the Brooks Ave intersection and the bike path crossing.

Weekday Morning Peak Hour

	2018 vol	2018 Future No-Build					2018 Future Alt 1					2018 Future Alt 3					2018 Future Alt 4					2018 Future Alt 5					
		Ave. Delay	LOS	Ave Queue	Max. Queue	95th % Queue	Ave. Delay	LOS	Ave Queue	Max. Queue	95th % Queue	Ave. Delay	LOS	Ave Queue	Max. Queue	95th % Queue	Ave. Delay	LOS	Ave Queue	Max. Queue	95th % Queue	Ave. Delay	LOS	Ave Queue	Max. Queue	95th % Queue	
Lake Street @ Minuteman Bikeway																											
Lake Street EB	495	21.7	C	149	349	287	12.8	B	119	302	234	11.9	B	112	288	211	55.3	F	281	647	683	18.7	C	125	323	260	
Lake Street WB	824	9.9	A	145	169	197	7.3	A	142	167	192	9.5	A	148	167	190	10.8	B	152	171	192	10.5	B	145	169	190	
Pedestrian/Bike Crossing	316	7.5					27.3					22.4					7.5					7.5					
Lake Street @ Brooks Ave																											
Lake Street EB L	12	31.5	C	11	49	37	26.9	C	11	43	36	21.0	C	10	45	36	45.8	D	11	49	40	24.8	C	8	45	32	
Lake Street EB TR	483	20.7	C	149	166	192	15.1	B	121	164	185	13.4	B	106	165	174	25.5	C	155	171	185	18.2	B	145	167	191	
Lake Street WB LTR	480	41.5	D	268	515	451	39.1	D	236	580	573	27.0	C	198	383	356	127.5	F	568	940	1,004	57.7	E	320	782	637	
Brooks Ave NB LTR	223	68.3	E	158	334	318	42.4	D	126	267	215	80.7	F	181	372	368	33.5	C	105	257	199	44.0	D	121	255	223	
Brooks Ave SB LTR	149	68.1	E	122	243	219	63.2	E	119	279	229	23.4	C	68	130	115	38.2	D	90	203	163	20.7	C	68	157	126	
Overall Intersection	1347	41.3	D				33.6	C				30.5	C				64.8	E				36.9	D				
Mass Ave @ Lake Street																											
Lake Street NEB L	221	71.1	E	297	507	511	76.6	E	316	599	631	65.3	E	265	540	484	67.6	E	285	499	495	65.5	E	263	488	467	
Lake Street NEB R	210	74.1	E	93	100	122	80.7	F	91	100	121	66.7	E	93	100	117	73.2	E	92	100	120	66.4	E	93	100	120	
Mass Ave NWB L	177	47.3	D	140	200	231	48.8	D	156	200	246	44.2	D	131	200	225	50.1	D	148	200	234	47.1	D	146	200	239	
Mass Ave NWB T	533	29.1	C	296	587	514	29.9	C	310	571	530	27.0	C	270	493	448	29.6	C	295	580	512	28.1	C	282	552	483	
Mass Ave SEB T	828	130.5	F	661	609	702	126.4	F	590	659	728	112.0	F	541	655	761	125.2	F	588	650	727	133.8	F	623	652	648	
Mass Ave SEB R	288	141.8	F	101	105	123	135.0	F	101	105	120	118.3	F	99	105	126	135.7	F	101	105	119	145.3	F	101	105	125	
Overall Intersection	2257	90.4	F				89.5	F				78.6	E				87.6	F				90.5	F				

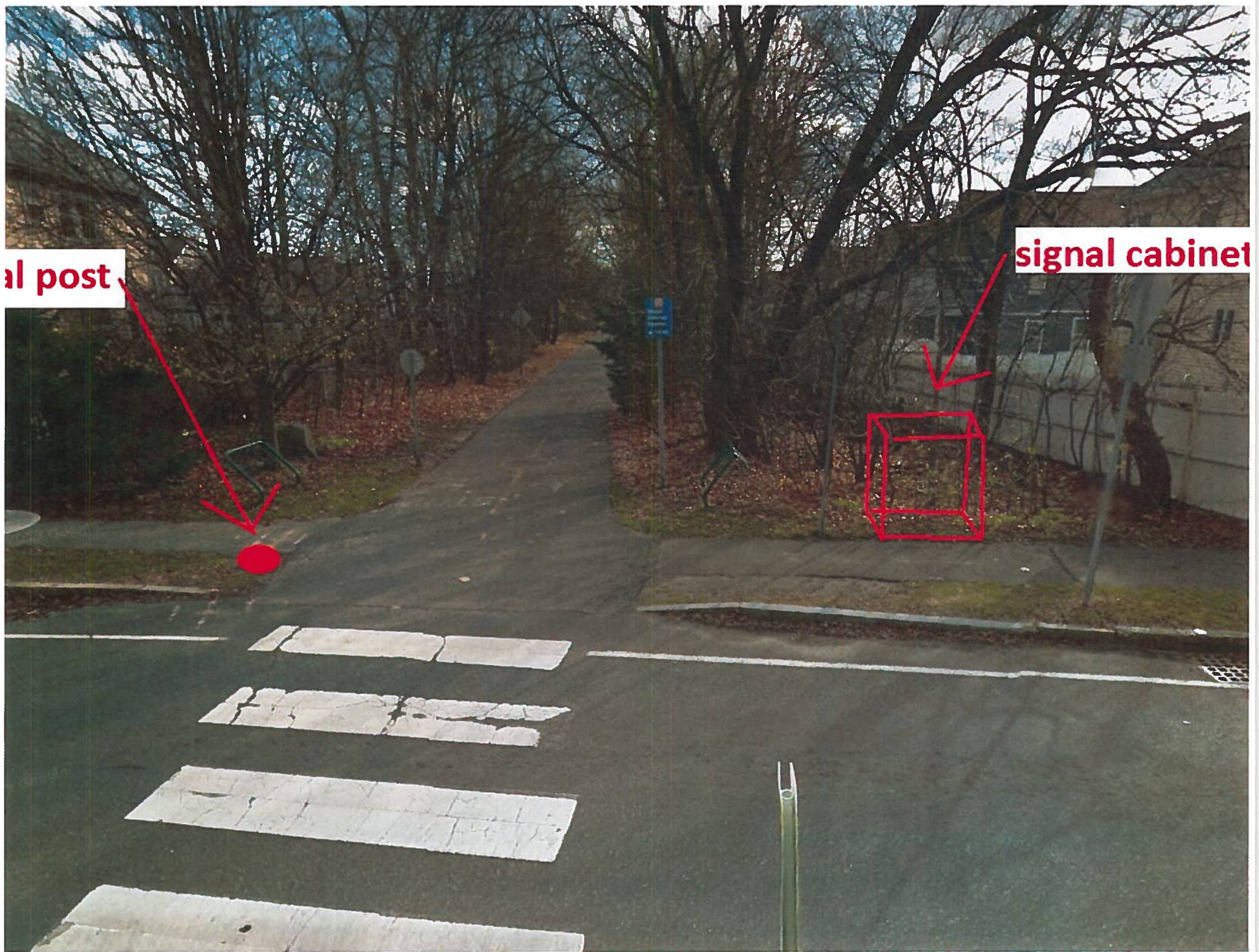
Weekday Afternoon Peak Hour

		2018 Future No-Build					2018 Future Alt 1					2018 Future Alt 3					2018 Future Alt 4					2018 Future Alt 5					
	2018 vol	Ave. Delay	LOS	Ave Queue	Max. Queue	95th % Queue	Ave. Delay	LOS	Ave Queue	Max. Queue	95th % Queue	Ave. Delay	LOS	Ave Queue	Max. Queue	95th % Queue	Ave. Delay	LOS	Ave Queue	Max. Queue	95th % Queue	Ave. Delay	LOS	Ave Queue	Max. Queue	95th % Queue	
Lake Street @ Minuteman Bikeway																											
	Lake Street EB	801	492.6	F	2,696	3,053	3,643	24.5	C	253	552	485	56.3	E	464	1,106	1,160	525.8	F	2,776	3,053	3,531	321.9	F	2,061	3,040	3,516
	Lake Street WB	574	12.7	B	139	168	197	6.8	A	112	167	184	7.3	A	121	168	184	12.0	B	132	166	193	11.6	B	130	168	191
Pedestrian/Bike Crossing	316	7.5					27.3					22.4					7.5					7.5					
Lake Street @ Brooks Ave																											
	Lake Street EB L	67	31.6	C	27	49	57	17.6	B	28	52	59	17.4	B	27	49	59	31.3	C	25	54	57	21.3	C	25	49	56
	Lake Street EB TR	734	21.1	C	161	169	174	13.5	B	146	171	198	14.7	B	149	171	200	22.4	C	162	170	169	15.9	B	160	169	177
	Lake Street WB LTR	409	45.6	D	244	504	495	21.6	C	156	474	346	13.3	B	122	373	262	28.2	C	175	364	306	20.5	C	149	328	270
	Brooks Ave NB LTR	75	28.9	C	40	88	76	36.5	D	50	132	100	49.5	D	52	145	111	21.9	C	36	91	74	34.4	C	43	97	82
	Brooks Ave SB LTR	123	39.9	D	81	175	148	28.6	C	63	132	113	32.3	C	64	140	114	33.0	C	72	172	123	27.7	C	68	136	117
Overall Intersection	1408	30.7	C				18.6	B				17.8	B				25.4	C				19.5	B				
Mass Ave @ Lake Street																											
	Lake Street NEB L	312	40.2	D	184	358	305	104.9	F	531	908	924	145.7	F	736	1,054	1,228	41.0	D	187	418	346	64.5	E	326	603	616
	Lake Street NEB R	218	45.7	D	85	100	124	118.8	F	92	100	123	164.4	F	93	100	123	48.7	D	82	100	127	79.8	E	90	100	125
	Mass Ave NWB L	206	64.1	E	166	200	253	66.4	E	168	200	251	65.7	E	166	200	250	68.7	E	168	200	254	73.0	E	172	200	252
	Mass Ave NWB T	654	53.4	D	479	599	697	54.2	D	482	600	707	57.3	E	490	612	720	58.8	E	507	611	723	60.1	E	512	614	711
	Mass Ave SEB T	622	51.9	D	248	422	373	57.3	E	257	435	411	61.5	E	276	483	468	48.1	D	236	395	347	50.3	D	241	367	366
	Mass Ave SEB R	133	43.9	D	82	105	128	48.7	D	79	105	132	51.7	D	83	105	133	40.3	D	82	105	127	43.5	D	80	105	129
Overall Intersection	2145	50.7	D				69.9	E				82.7	F				51.9	D				60.1	E				

Appendix F

Proposed Signal Locations







Appendix G

FHWA Bike Signal Memos



U.S. Department
of Transportation
Federal Highway
Administration

Memorandum

Subject: **INFORMATION:** MUTCD – Official

Date: FEB 12 2014

Ruling 9(09)-47(1) - Clarification of the
Interim Approval for the Optional Use of a
Bicycle Signal Face (1A-16)

From: *Paul R. Kehrli*
Mark R. Kehrli
Director, Office of Transportation Operations

To: Federal Lands Highway Division Engineers
Division Administrators

Purpose: The purpose of this memorandum is to clarify two segments of the December 24, 2013 Interim Approval for the optional use of bicycle signal faces (1A-16).

Background: Agencies and design practitioners have inquired about the meaning of the language used in Item 1—General Conditions in the Section entitled “Conditions of Interim Approval” and about the illustrative nature of the intersection geometry in Attachment 1A-16-2.

Item 1—General Conditions: The focus of the inquiries regarding Item 1—General Conditions in the Section entitled “Conditions of Interim Approval” of the 1A-16 memorandum have had two separate, but related, issues.

The December 24, 2013 1A-16 memo states the following:

1. General Conditions:

The use of a bicycle signal face is optional. However, if an agency opts to use bicycle signal faces under this Interim Approval, such use shall be limited to situations where bicycles moving on a green or yellow signal indication in a bicycle signal face are not in conflict with any simultaneous motor vehicle movement at the signalized location, including right (or left) turns on red.

First, agencies and design practitioners have inquired about the meaning of what defines or establishes a conflict. These inquiries have either interchanged or misused the terms “protected” and “exclusive” with respect to traffic signal operation. A vehicular signal phase is considered to be protected when the movement that is being shown a green indication can proceed without any conflicts from other vehicular movements (or pedestrian movements on a WALK or flashing DONT WALK indication) that are simultaneously being shown a green or yellow indication.

A vehicular signal phase is considered to be exclusive when the movement that is being shown a green indication is the only movement at the signalized location that is viewing a green indication. Exclusive vehicular signal phases are seldom used, as traffic control signal efficiency is better served when more than one vehicular movement is simultaneously shown a green indication. In Part 4 of the MUTCD, the word “exclusive” is used primarily in the context of exclusive turn lanes and exclusive pedestrian phases.

The intention of the IA-16 memorandum dated December 24, 2013 limits the use of the bicycle signal face to operations where the bicycle movement is protected from any simultaneous motor vehicle movement at the signalized location. A protected operation does not necessitate an exclusive operation of the bicycle signal phase(s), nor does it prevent the operation of the bicycle signal face from providing a leading bicycle phase. There are several existing examples where the bicycle movement or facility can operate parallel to and concurrent with motor vehicle traffic. Nonetheless, preventing any conflicts between parallel motor vehicle and bicycle movements on the same street, which frequently requires using fully-protected left- and right-turn motor vehicle movements from the parallel street across the bicycle facility, is necessary in order to comply with the provisions of Item 1.

Second, agencies and design practitioners have inquired whether the language “including right (or left) turns on red” includes right turns on red from the crossing or intersecting roadway. The right or left turns on red shall be prohibited at the signalized intersection for the intersecting street when in conflict with two-way bicycle facilities. Right (or left) turns on red shall also be prohibited at the signalized intersection for the intersecting street when a one-way bicycle facility approaches the signalized intersection on the primary street from the right (or left) of the operator of the turning motor vehicle on the intersecting street. Prohibiting a right (or left) turn on red at the signalized intersection for the intersecting street when a one-way bicycle facility approaches the signalized intersection on the primary street from the left (or right) of the operator of the turning motor vehicle is optional.

The analysis of the official experiments performed with the permission of the FHWA revealed that nine of the 14 experiments conducted had applicable turns from the crossing roadway across the bicycle facility. Of these nine experiments, six agencies prohibited turns from the crossing roadway. Two of these six agencies implemented a new turn prohibition as a result of introducing the bicycle facility to the intersection; and the remaining four experiments retained existing prohibitions of turns on red due to signal operation to accommodate the site conditions or to prevent turns due to inadequate intersection sight distance. It is unknown whether the existing prohibitions of turns on red influenced agencies in their selection of sites for experimentation with bicycle signal faces.

The analysis of the official experiments also revealed that a common motive for establishing or retaining a prohibition of turns on red on the crossing street was due to the presence of a two-way bicycle facility or a counter-flow one-directional bike lane or facility parallel to the major street. This condition is consistent with the design guidance provided in Sections 5.2.2 and 5.3.4 of the 2012 AASHTO *Guide for the Development of Bicycle Facilities* where it is assumed that agencies obtained appropriate direction to design and build these facilities.

Prohibiting turns to prevent motor vehicle conflicts with bicycle movements do not necessarily need to be full-time restrictions through the installation of static R10-11 series signs. The prohibition can be accomplished using a blank-out No Turn on Red sign that displays the restriction only during green, yellow change, and red clearance intervals of the bicycle signal phase.

Attachment IA-16-2: This figure illustrates a marked bicycle lane to the right of a right-turn-only lane, which would not be in compliance with Paragraph 6 of Section 9C.04 of the MUTCD. Agencies and design practitioners have inquired if IA-16 allows designs of bicycle facilities to place a bike lane to the right of a right-turn-only lane and/or if Paragraph 6 of Section 9C.04 has been superseded by IA-16.

Paragraph 6 of Section 9C.04 has not been superseded and applies to locations where bicycle signal faces are not used. As a specific exception to Paragraph 6 of Section 9C.04, a bike lane may be placed to the right of a right-turn lane (or to the left of a left-turn lane) if a bicycle signal face is used and the signal phasing and signing eliminates any potential conflicts between the bicycle movement and the turning movement.


Please share this information with State and local transportation agencies as needed. For recordkeeping purposes, this Official Ruling has been assigned the following number and title: "9(09)-47 (1) – Clarification of the Interim Approval for the Optional Use of a Bicycle Signal Face (IA-16)."



U.S. Department
of Transportation
Federal Highway
Administration

Memorandum

Subject: **INFORMATION:** MUTCD – Interim Approval for Optional Use of a Bicycle Signal Face (1A-16) Date: DEC 24 2013

From:  Jeffrey A. Lindley
Associate Administrator for Operations

In Reply Refer To:
HOTO-1

To: Federal Lands Highway Division Engineers
Division Administrators

Purpose: The purpose of this memorandum is to issue an Interim Approval for the optional use of bicycle signal faces. Interim Approval allows interim use, pending official rulemaking, of a new traffic control device, a revision to the application or manner of use of an existing traffic control device, or a provision not specifically described in the *Manual on Uniform Traffic Control Devices for Streets and Highways* (MUTCD).

All numerical or alpha-numeric references to Figures, Groups, Paragraphs, Parts, or Sections herein refer to the 2009 edition of the MUTCD.

Background: Part 9, Traffic Control for Bicycle Facilities, does not provide for bicycle signal faces. Part 4, Highway Traffic Signals, contains provisions to provide circular signal indications to control bikeways or bicycle movements (see Item F in Paragraph 3 of Section 4D.07). There are no provisions in the 2009 MUTCD that prohibit arrow signal indications from also being used to control bikeways or bicycle movements. However, bicycle signal faces that contain bicycle symbols are not mentioned in the 2009 MUTCD, and Paragraph 1 of Section 4D.06 provides that each signal indication (except for pedestrian signal heads and lane-use control signals) shall be circular or arrow.

The bicycle signal face described in this Interim Approval memorandum is a new traffic control device to the MUTCD and has only been used in the United States on an experimental basis through the MUTCD's experimentation process, which is described in Section 1A.10.

Research on Bicycle Signal Faces: Agencies across the United States are showing an increased interest in bicycle signal faces, and many of them have submitted requests to the Federal Highway Administration (FHWA) to experiment with bicycle signal faces. During the past 5 years, the FHWA has approved experiments with bicycle signal faces for a variety of State, county and local governmental agencies, including the following: the City of Denver, CO; the City of Long Beach, CA; the City of Washington, D.C.; the City of Minneapolis, MN; the City of Alexandria, VA; the County of Arlington, VA; the City of Madison, WI; the Oregon Department of Transportation; the County of Clackamas, OR;

the City of Canton, OH; the City of Sparks, NV; the City of Chicago, IL; the City of Lakeland, FL; and the City of Ithaca, NY.

In these experiments, the bicycle signal face is a traffic control device that is being used to provide for separate control of the bicycle movement and address one or more of the following situations:

1. Bicyclist non-compliance with the previous traffic control;
2. Provide a leading or lagging bicycle interval;
3. Continue the bicycle lane on the right-hand side of an exclusive turn lane that would otherwise be in non-compliance with Paragraph 6 of Section 9C.04;
4. Augment the design of a segregated counter-flow bicycle facility;
5. Provide an increased level of safety by facilitating unusual or unexpected arrangements of the bicycle movement through complex intersections, conflict areas, or signal control.

Research by governmental agencies internationally and also by academic institutions in the United States has also been performed on the operation of bicycle signal faces. These efforts include the Transportation Association of Canada, the Oregon Transportation Research and Education Consortium, and the City of Toronto, Ontario. Results by these organizations have been consistent with the findings of official experiments approved by the FHWA.

FHWA Evaluation of Results: The Office of Transportation Operations has reviewed the available data and considers the experimental bicycle signal face to be satisfactorily successful for the bicycle applications that were tested. Positive operational effects have been documented in the experiments such as a discernible and earlier behavioral adjustment(s) to newly installed bicycle traffic signals and traffic patterns as opposed to other devices, thereby resulting in an increased compliance by bicyclists with the traffic control. Additionally, depending on the specific application of the bicycle signal face, the research and experiments have shown that bicycle signal faces can provide an opportunity to either reduce the overall number of bicycle crashes, or reduce the bicycle crash rate up to 45 percent where bicycle volumes concurrently increase.

The design of the experimental bicycle signal face is not proprietary and can be used by any jurisdiction that requests and obtains approval from the FHWA to use bicycle signal faces in accordance with Paragraphs 14 through 22 of Section 1A.10. The FHWA believes that the experimental bicycle signal face has a low risk of safety or operational concerns.

This Interim Approval does not create a new mandate compelling the use of bicycle signal faces, but will allow agencies to install bicycle signal faces, pending official MUTCD rulemaking, to control bicycle movements at various locations and conditions.

While circular traffic signal indications can be used to control and facilitate bicycle movements as provided in Part 4, consideration should be given to any policy that uses the bicycle signal face to control specific bicycle movements. Agencies should exercise consistency with the decision to introduce bicycle signal faces to a roadway or bikeway network and use caution with any non-systematic policy to use bicycle signal faces because

the intermixing of bicycle traffic signal faces and circular traffic signal indications to control bicycle movements in the same corridor or jurisdiction could create comprehension issues by the roadway user or violate bicyclist expectation.

Conditions of Interim Approval: The FHWA will grant permission for the optional use of bicycle signal faces under this Interim Approval to any jurisdiction that submits a written request to the Office of Transportation Operations. A State may request Interim Approval for all jurisdictions in that State. Jurisdictions seeking permission to use bicycle signal faces under this Interim Approval must agree to:

- Comply with the technical conditions detailed below, and
- Maintain an inventory list of all locations where bicycle signal faces are installed, and
- Comply with Item D in Paragraph 18 of Section 1A.10.

1. General Conditions:

The use of a bicycle signal face is optional. However, if an agency opts to use bicycle signal faces under this Interim Approval, such use shall be limited to situations where bicycles moving on a green or yellow signal indication in a bicycle signal face are not in conflict with any simultaneous motor vehicle movement at the signalized location, including right (or left) turns on red.

2. Meaning of Bicycle Signal Indications

Steady and flashing RED BICYCLE, YELLOW BICYCLE, and GREEN BICYCLE signal indications shall have the same meanings as described in Paragraph 3 of Section 4D.04 for steady and flashing CIRCULAR RED, CIRCULAR YELLOW, and CIRCULAR GREEN signal indications for motor vehicles, respectively, except that the bicycle signal indications shall only be applicable to bicyclists.

3. Application of Steady Bicycle Signal Indications

Steady bicycle signal indications shall be applied as follows:

- a. A steady RED BICYCLE signal indication shall be displayed when it is intended to prohibit bicycle traffic from entering the intersection or other controlled area. Turning after stopping is permitted as stated in Item C.1 in Paragraph 3 of Section 4D.04, except that bicyclists positioned to the left of adjacent motor vehicle traffic on the same approach shall be prohibited from turning right on red, and bicyclists positioned to the right of adjacent motor vehicle traffic on the same approach shall be prohibited from turning left on red.
- b. A steady YELLOW BICYCLE signal indication shall be displayed following a GREEN BICYCLE signal indication or a GREEN ARROW in the same signal face. It shall not be displayed in conjunction with the change from the RED BICYCLE signal indication to a green signal indication. The YELLOW BICYCLE indication shall be followed by a RED BICYCLE signal indication.
- c. A steady GREEN BICYCLE signal indication shall be displayed only when it is intended to permit bicyclists to proceed in any direction that is lawful and

practical, provided that the bicyclists are not in conflict with any simultaneous motor vehicle movements at the signalized location, including right (or left) turns on red, and further provided that the bicycle movement is not modified by lane-use signs, turn prohibition signs, pavement markings, separate turn signal indications, or other traffic control devices.

4. Design of Bicycle Signal Faces:

- a. Layout: The layouts and arrangements of the bicycle signal face (see Attachment IA-16-1) shall be in accordance with the following provisions:
 - i. Only the bicycle symbol shown on Page 6-7 in the 2004 Standard Highway Signs book is to be used for bicycle signal indications. The symbol shall only be positioned horizontally and shall face to the left.
 - ii. Bicycle signal faces may be oriented vertically or horizontally. The RED BICYCLE, YELLOW BICYCLE, and GREEN BICYCLE signal indications shall be in the same relative position to each other as specified for the CIRCULAR RED, CIRCULAR YELLOW, and CIRCULAR GREEN signal indications for motor vehicles, respectively, in Sections 4D.09 and 4D.10.
 - iii. Circular signal indications and bicycle signal indications shall not be used on the same traffic signal face.
 - iv. Arrow signal indications and bicycle signal indications may be used on the same traffic signal face.
 - v. As a specific exception to Paragraph 5 of Section 4D.09, two YELLOW BICYCLE signal indications or two GREEN BICYCLE signal indications shall not be arranged horizontally adjacent to each other at right angles to the basic vertical arrangement to form a clustered signal face.
 - vi. Single sections for continuous movements that would implement the bicycle symbol as illustrated in Group C of Figure 4D-2 shall not be used.
- b. Size: The provisions of Section 4D.07 apply to the sizes of bicycle signal faces except as follows:
 - i. There shall be three nominal diameter sizes for bicycle signal indications: 4 inches, 8 inches, and 12 inches. The bicycle symbol used for bicycle signal indications shall be proportioned to fit within the signal lens.
 - ii. All signal indications in a bicycle signal face shall be of the same size, including both signal indications that display arrows and signal indications that display bicycle symbols. As a specific exception to Paragraph 2 in Section 4D.07, 4-inch and 8-inch arrow signal indications may be used in bicycle signal faces.
 - iii. Four-inch signal indications shall only be used in supplemental, post-mounted, near-side bicycle signal faces. If used, 4-inch signal indications may exclude

the accompanying visor(s) and backplate. Near-side bicycle signal faces may alternatively be either 8-inch or 12-inch.

- c. Placement: The provisions of Sections 4D.13 through 4D.16 apply to the placement of the bicycle signal faces except as follows:

- i. As a specific exception to Item A in Paragraph 1 of Section 4D.11, a minimum of one primary bicycle signal face shall be provided traffic control for the bicycle movement, even if a bicycle through movement exists.
 - ii. The primary bicycle signal face shall have either 8-inch or 12-inch signal indications, even if it is located at the near side of the signal-controlled location.
 - iii. When the primary bicycle signal face is located more than 120 feet from beyond the stop line, a supplemental near-side bicycle signal face shall be provided.
 - iv. When the primary bicycle signal face is located more than 80 feet from beyond the stop line, a supplemental near-side bicycle signal face should be provided.
 - v. Bicycle signal faces should be placed such that visibility is maximized for bicyclists and minimized for adjacent or conflicting motor vehicle movements. In cases where motor vehicle drivers might be confused by viewing the bicycle signal indications, such as when the start or end of a green bicycle signal indication occurs at a different time than the start or end of a green signal indication for a concurrent adjacent motor vehicle movement, consideration should be given to using visibility-limited bicycle signal faces. If visibility-limited bicycle signal faces are used, the signal faces shall be adjusted so that bicyclists for whom the indications are intended can see the signal indications.
 - vi. A bicycle signal face should be separated vertically or horizontally from the nearest motor vehicle traffic signal face for the same approach by at least 3 feet.
- d. Mounting Height: The provisions of Section 4D.15 apply to the mounting height of bicycle signal faces except as follows:
- i. The bottom of the signal housing (including brackets) of a bicycle signal face that is not located over a roadway shall be a minimum of 7 feet above the sidewalk or ground, except where supplemental signing is installed below the bicycle signal face. If supplemental signing is installed below the bicycle signal face, the minimum mounting height to the bottom of the supplemental sign shall be 6 feet. If the bottom of the supplemental sign is mounted less than 7 feet above a pedestrian sidewalk or pathway, the supplemental sign shall not project more than 4 inches into the pedestrian facility.
 - ii. If 4-inch signal indications are used in a supplemental, post-mounted, near-side bicycle signal face, the bottom of the signal housing (including brackets) shall be a minimum of 4 feet and a maximum of 8 feet above the sidewalk or ground.

- e. Intensity and Light Distribution: Except for the 4-inch nominal size of the lens diameter, the intensity and distribution of light from each illuminated bicycle signal face should be similar to that recommended for vehicular traffic signal faces in accordance with Paragraph 10 of Section 4D.06 to the extent practicable.
- f. Backplates: Backplates may be used with bicycle signal faces. If used, ancillary legends of any kind that identify the purpose or operation of the bicycle signal face shall not be placed on the backplate.

5. Operation of Bicycle Signal Faces:

The provisions of Part 4 apply to the operation of bicycle signal faces except as follows:

- a. Mode: The mode of operation of the bicycle signal faces shall be the same as the mode for the operation traffic signal faces for motor vehicle traffic. Bicycle signal faces shall operate in the steady (stop-and-go) mode when traffic signal faces for motor vehicle traffic are operating in the steady (stop-and-go) mode. Bicycle signal faces shall operate in the flashing mode when the signal faces for motor vehicles are operating in the flashing mode, whether programmed or due to a malfunction. Bicycle signal faces shall not be placed in a dark mode when the traffic signal faces for motor vehicle traffic are operating in the flashing mode.
- b. Timing: The provisions of Section 4D.26 apply to the duration of the yellow change and the red clearance intervals of a bicycle signal phase except as follows:
 - i. The minimum duration of the yellow change interval shall be 3 seconds.
 - ii. The maximum duration of the yellow change interval should be 6 seconds. The exclusive function of the yellow change interval shall be to warn bicyclists approaching a signalized location that their permission to proceed is being terminated after which they will be directed to stop. Providing enough clearance time for a bicyclist to travel through the intersection or conflict area is the purpose of the red clearance interval, not of the yellow change interval.
 - iii. If discernible non-concurrent activations or terminations of phases for motorized vehicular traffic and bicycle signal indications are necessary, visibility-limiting devices should be used on the bicycle signal face.
- c. Turning Movements: The following provisions apply to turning movements for bicyclists:
 - i. In cases where it is necessary to prohibit certain turning movements by bicyclists because of a conflict with motor vehicles moving concurrently from an adjacent lane(s), the bicycle signal face shall use a combination of red and yellow bicycle symbol (or arrow) signal indications and green arrow signal indications. Examples of typical bicycle signal face arrangements for accomplishing turn prohibitions are shown in Attachment IA-16-2.

In the presence of a bicycle signal face, the prohibition of bicycle turning movements shall not solely be through the use of movement prohibition signs (see Section 2B.18), modifications thereof, or through the use of plaques that supplement movement prohibition signs.

- ii. As a specific exception to Paragraph 11 of Section 4D.05, the simultaneous display of a straight-through GREEN ARROW signal indication in a bicycle signal face and a CIRCULAR RED signal indication in a motor vehicle signal face for the same approach shall be permitted. If the green arrows in the bicycle signal face can be seen by motor vehicle drivers in the adjacent lane(s), consideration should be given to using visibility-limited bicycle signal faces.

6. Warrants for Bicycle Signal Faces

No new traffic signal warrant(s) specific to bicycle signal faces or in addition to those already provided in Chapter 4C are associated with this Interim Approval. Retrofitting existing traffic signals with bicycle signal faces is analogous to retrofitting existing traffic signals with pedestrian signals where such a determination is not required through an engineering study. Rather, engineering judgment is to be exercised in determining whether or not it would be advantageous or beneficial to have an existing location implement a bicycle signal face(s) or pedestrian signals.

New designs or installations for any traffic signal require an engineering study in accordance with Paragraph 1 of Section 4C.01. The need to incorporate bicycle signal faces into a new location or design would be established through this engineering study. For the purposes of an engineering study the appropriate warrant(s) provided in Chapter 4C shall be followed.

For the purpose of warrant analyses, provisions for classifying bicycles are provided in Paragraph 15 of Section 4C.01 and Paragraph 2 of Section 9D.01.

7. Regulatory Signing:

A Bicycle SIGNAL (R10-10b) sign (see Attachment 1A-16-3) shall be installed immediately adjacent to every bicycle signal face that is intended to control only bicyclists, including signal faces that are comprised of all bicycle symbol signal indications, all arrow signal indications, and every combination thereof. The purpose of the sign is to inform any motor vehicle drivers who can also see the signal face that these signal indications are intended only for bicyclists.

Traffic signal designs are to minimize other signing and rely on the fact that bicycles are legally considered vehicles and their responsibility to comply with traffic control devices and yield to other vehicles and pedestrians is part of the bicycling task.

8. Prohibited Uses:

The design, use, and operation of the bicycle signal face through this Interim Approval shall be in accordance with Items 1 through 7 above. If a specific use, application, or design element for bicycle signal faces has not been described in Items 1 through 7 above, and if the specific use, application, or design element would not otherwise be in compliance with the 2009 MUTCD, then the specific use, application, or design element is not permitted under this Interim Approval.

The following are among the applications of bicycle signal faces that shall not be permitted under this Interim Approval:

- a. Pedestrian Hybrid Beacons: Bicycle signal faces shall not be used in any manner with respect to the design and operation of a pedestrian hybrid beacon.
- b. Shared Lane Markings Only: Bicycle signal faces shall not be used for controlling any bicycle movement that is sharing a lane with motor vehicle traffic.
- c. Exclusive Bicycle Phases that permit "Scramble" Phases: Bicycle signal faces shall not be used to provide a bicycle phase that stops all motorized vehicles and pedestrians at the signalized location in order to allow multiple bicycle movements from multiple conflicting directions.

Any questions concerning this Interim Approval should be directed to Mr. Kevin Dunn at kevin.dunn@dot.gov.

Attachment(s)

cc:

Associate Administrators
Chief Counsel
Chief Financial Officer
Directors of Field Services
Director of Technical Services

Attachment IA-16-1

Typical Arrangements of Signal Sections in Bicycle Signal Faces

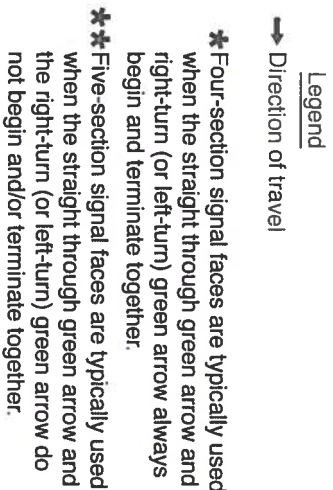
A - Vertical signal faces

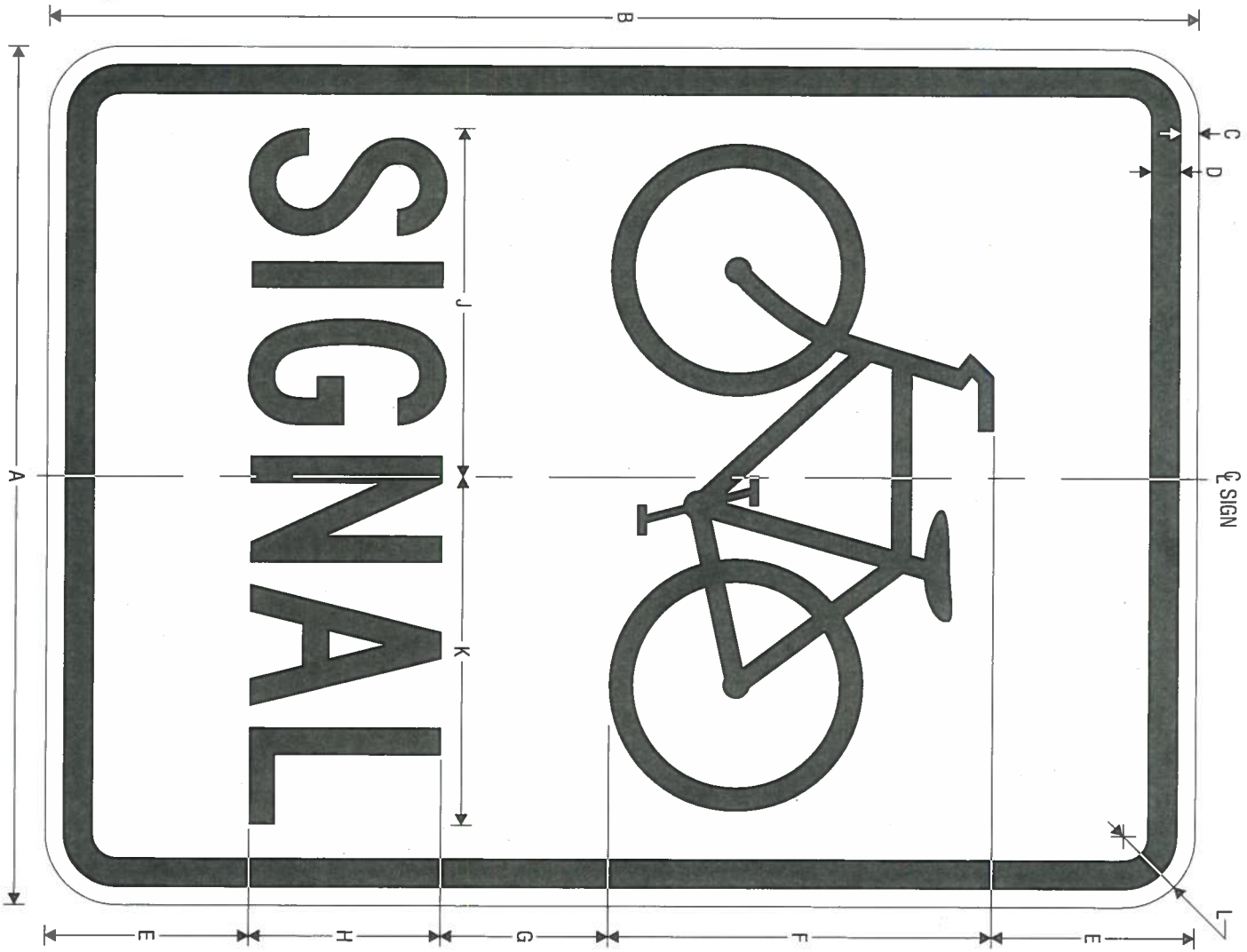


B - Horizontal signal faces



Example of How to Prohibit a Left-Turning Bike Movement





R10-10b
Bicycle SIGNAL

* Reduce character spacing 20%.

A	B	C	D	E	F	G	H	J	K	L
12	18	0.375	0.375	4	5	2.5	2.5 C*	4.564	4.564	1.5
18	24	0.375	0.625	4.25	8	3.5	4 C*	7.303	7.302	1.5

COLORS: LEGEND, BORDER – BLACK
BACKGROUND – WHITE (RETROREFLECTIVE)

OFFICE OF THE BOARD OF SELECTMEN

DANIEL J. DUNN, CHAIR
DIANE M. MAHON, VICE CHAIR
KEVIN F. GREELEY
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

TO: Richard Turcotte, Co-Chair
Howard Muise, Co-Chair
Transportation Advisory Committee

Christopher Tonkin
Arlington Bicycle Advisory Committee

FROM: Marie A. Krepelka
Board Administrator

DATE: October 21, 2013

RE: Lake Street Intersection with Bicycle Path

The Board of Selectmen at the meeting of September 30th referred the above to you for your review and recommendations back to the Board.

Thank you for your attention to this matter.

MAK:fr
enclosure

From: Andy Draudt <andydraudt@gmail.com>
To: mkrepelka@town.arlington.ma.us
Date: 09/05/2013 06:24 PM
Subject: Lake street and bike path

Hello,

I'm interested in registering my opinion/suggestion regarding the Lake street intersection with the bike trail, and learning how I might be more proactive in starting a discussion with decision makers. Is this a good place to start?

I commute by car and live on Egerton road, and experience jammed traffic on Lake st. from 5pm to 7:30. I also use the bike trail and love it. It seems to me that the traffic jam is caused to a large degree by the combination of the traffic light at Hardy school and the bike trail. When the light is green, traffic does not flow well because the cars have to stop for bikers. Bikers don't obey the stop sign and assume right of way, causing all cars to stop and wait or be extra cautious. My solution would be these:

1. put a traffic light for the bikers that is timed with the light at the school (perhaps only in operation during 5-8pm, when the traffic jam occurs). This would allow traffic to flow when the school light is green. -or, if that is not feasible,
2. put a barrier to bikes to impede driving into the road at full speed, and make a policy that traffic has right of way during rush hour, when the school light is green. This would at least reduce the excessive caution and slow-down of traffic and allow better flow when the school light is green.

I'd love any comments on this, and suggestions on what I might do to further this discussion among citizens and planners.

Thanks!
-Andy Draudt
68 Egerton
Arlington, MA

OFFICE OF THE BOARD OF SELECTMEN

CLARISSA ROWE, CHAIR
KEVIN F. GREELEY, VICE CHAIR
DIANE M. MAHON
ANNIE LACOURT
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE
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TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

TO: Jeff Maxtutis, Co-Chair
Howard Muise, Co-Chair
Transportation Advisory Committee

FROM: Marie A. Krepelka
Board Administrator

DATE: September 20, 2011

RE: Lake Street Traffic Concerns

The attached e-mail from Mike SanClemente dated September 17th is being forwarded to you at the request of Clarissa Rowe, Chair, for your review and recommendations back to the Board of Selectmen. Also included is a previous e-mail from Robert SanClemente dated August 23rd with the response from Officer Corey Rateau.

Thank you for your attention to this matter.

MAK:fr
Attachment

ARLINGTON POLICE DEPARTMENT

CHIEF OF POLICE
Frederick Ryan



Town of Arlington
MASSACHUSETTS 02474

POLICE HEADQUARTERS
112 Mystic Street
Telephone 781-316-3900
Facsimile 781-316-3919

MEMORANDUM

TO: Marie Krepelka
Board Administrator

FROM: Officer Corey P. Rateau
Traffic and Parking Unit

DATE: September 1, 2011

RE: Traffic Timing and Lake Street

In response to the inquiry regarding the timing of the lights on Lake Street, it is my understanding that the timing on these lights have already been taken under advisement by TAC and that further investigation is already included in the plans for the Mass Ave Corridor Project.

Also, all issues that deal with changing the timing of traffic signals should be directed to the Town Engineer, Wayne Chouinard, as I have been informed in the past that the person holding this position is the only person with the authority to have Republic Lighting make such adjustments.

CPR

Cc: Fred Ryan
Police Chief

Richard Flynn
Police Captain

Wayne Chouinard
Town Engineer

Laura Wiener
Planning Department

"Proactive and Proud"

From: "Wayne Chouinard" <WChouinard@town.arlington.ma.us>
"Corey Rateau" <CRateau@town.arlington.ma.us>, "Marie Krepelka"
To: <mkrepelka@town.arlington.ma.us>, "FRed Ryan" <fryan@town.arlington.ma.us>, "Richard Flynn"
<RFlynn@town.arlington.ma.us>, "Laura Wiener" <LWiener@town.arlington.ma.us>
Cc: "Fran Reidy" <freidy@town.arlington.ma.us>
Date: 09/06/2011 12:50 PM
Subject: Re: Lake Street Traffic Light Timing

Hi Corey,

Based on this memo I am not sure what the actual request is or was. However, the pedestrian signal timing has recently been changed within the last month or two and is now in accordance with MUTCD criteria based on the pedestrian travel distance across Mass. Ave.

Please be aware that only the timing for the pedestrian crossing was adjusted. The sequence and timing of the traffic signal themselves was left unchanged.

Wayne
Wayne A. Chouinard, PE
Town Engineer
Arlington Public Works
51 Grove Street
Office: (781) 316-3320
E-mail: wchouinard@town.arlington.ma.us

From: "Laura Wiener" <LWiener@town.arlington.ma.us>
To: "Marie Krepelka" <mkrepelka@town.arlington.ma.us>, "Clarissa Rowe" <CRowe@town.arlington.ma.us>
Date: 09/19/2011 10:35 AM
Subject: Fwd: TAC project: fully resolving the Lake St. traffic issue

Marie and Clarissa--If you wanted to you could refer this to TAC. We know it's a problem, but the solutions are not simple. Adjusting the timing on the lights will probably not be sufficient. But if the Selectmen think it is a problem worth studying... There is a feeling among some TAC members that if we improve the traffic at all it will just fill up again with cars that are now using Rte. 16 and Rte 60/Pleasant St.

Laura Wiener
 Arlington Planning and Community Development
 Town Hall
 Arlington, MA 02476
 781 316-3091

-----Original Message-----

From: Mike SanClemente <mike.s@mindspring.com>
 To: mkrepelka@town.arlington.ma.us, crowe@town.arlington.ma.us
 Cc: Laura Weiner <lwiener@town.arlington.ma.us>
 Date: Sat, 17 Sep 2011 08:51:30 -0400 (GMT-04:00)
 Subject: TAC project: fully resolving the Lake St. traffic issue

Hi there, perhaps the worst traffic in all of Arlington is on Lake St, heading from Rt 2 to Mass Ave, each weekday evening. I encourage you to exit Rt 2 onto Lake St at 530 or 6pm to experience this.

With so much traffic heading directly toward a wonderful set of restaurants during dinner hour, I can't think of how many people simply avoid this area and do not patronize the eateries on Mass Ave when coming from this direction.

This traffic often backs up onto the Rt 2 offramp, even onto Rt 2 itself, causing some highway congestion just before Alewife. It will generally take you 10 minutes to get through the offramp alone, and then another 10 just to get past Brooks Ave, obviously a huge amount of time to drive less than a mile.

The issue, as I see it, is both the light @ Mass ave and the one @ Brooks Ave. Mass Ave is a huge street, with traffic issues that come nowhere near the gridlock of Lake St. It should be shouldering much, much more of the Lake st. load. Pending improvements to Mass Ave will not be enough to flush through the huge backup unless the light there stays green much, much longer than it is currently.

Additionally, there is a minor safety concern that this would help resolve: cars are still respectful of the folks crossing @ the bike path, but with all the traffic on Lake St, they still have their eye on the Brooks Ave light and will gun their cars to make that light and drive through yellow lights with regularity. All this 'gunning' happens where? Right at the intersection of Hardy school, where even after school gets out, there are still plenty of pedestrians of all types - someday a soccer ball will bounce into the street, etc..

Possible solutions:

1-use signs & street paint to encourage cars to get in 2 lanes (Left turn and

Right turn) @ entrance to Mass Ave, and then allow a right hand turn on red @ Mass Ave only from 4-7pm weekdays.

2-sync the Brooks & Mass Ave lights so no one will be tempted to block the Brooks Ave intersection.

3-significantly expand the time the light is green, for both directions, for Lake St. traffic entering Mass Ave.

These measures would also help resist the temptation to go left onto Orvis Road (thereby slowing traffic going the other direction on Lake St).

Respectfully,
Mike SanClemente
Lake St resident

From: Robert Sandclemente <robosc@concentric.net>
To: mkrepelka@town.arlington.ma.us
Date: 08/23/2011 06:52 PM
Subject: Lake St traffic/TAC

This mail sent by R. SanClemente

Dear Selectmen,

I'm sure some of you are aware of the daily evening traffic backup on Lake St. The cars back up from the Brooks Ave. light to the Rt 2 ramp and sometimes on to Rt 2. This is happening now and it usually gets worse after Labor Day. It appears extending the green light at Brooks Ave. and also the light at Mass Ave. would help the situation.

Please ask the TAC to study the problem and hopefully recommend some trial solutions.

The planned alteration work for Mass Ave. will not help the backup from Brooks Ave.

Thank you for your consideration.

Robert SanClemente
64 Lake St

From: Alex Bilsky <alex.bilsky@gmail.com>
To: mkrepelka@town.arlington.ma.us
Date: 02/05/2015 11:08 AM
Subject: Comments on proposed traffic light for Lake St. at Minuteman Bike Path

Marie,

I'm unable to attend the Board of Selectmen meeting tonight, but I'd like to submit these comments on the proposed traffic light for Lake St. at the Minuteman Bike Path.

I'm an East Arlington resident, formerly of Amsden Street and, since May, of Colonial Drive. I've spent many hours waiting in traffic on Lake St. at rush hour, so I understand the frustration caused by this intersection for commuters. However, I have significant concerns about the proposed light:

* I'm concerned the light could increase injuries due to traffic accidents at the intersection. Right now, all users move slowly through the intersection at rush hour. With a solid green, motorists will go much faster. Any accidents could cause serious injuries or even fatalities at higher speeds.

* I'm also concerned the solid green will cause cyclists to increase speed, imperiling pedestrians on the Lake St. sidewalks, many of whom are children walking to school at Hardy during rush hour. This includes my own children.

* I'm also concerned about the expense of the traffic light.

I urge the BOS not to approve any changes that would make the intersection less safe or cause the Town to incur unnecessary expenses.

Thanks,
Alex Bilsky
65 Colonial Drive

Lake Street Traffic Signal Comments

Phil Goff, 94 Grafton Street

I had intended to attend the Board's meeting for the past two Mondays but I am unable to make the rescheduled meeting on Thursday. Below, please find a written copy of my comments. Thank you.

I want to first express my appreciation to TAC for their good work so far on the potential benefits and drawbacks to a new traffic signal at the Minuteman Bikeway crossing at Lake Street. Although I do not necessarily agree with many of their recommendations, this issue has been festering for a long time and I am glad TAC took the initiative to study it.

I am very aware of the traffic backups on Lake Street. I've been stuck a few times in the PM rush hour and have driven through the Minuteman/Lake intersection much more than I have crossed on foot or by bike. To be honest, for a number of years, I too thought a coordinated traffic signal was needed. This was a gut reaction, however and now that the signal could become reality, I've put a lot more thought into what it might mean. I've concluded that there are likely to be a number of unintended consequences to a solution that, on its face, seem reasonable.

Unintended Consequence #1 – With a more seamless flow of traffic on Lake Street, it is only a matter of time until drivers currently choosing to wait in the Rt.16/Rt.2 queue decide instead to migrate to Lake Street. This will lead to a net increase in traffic on Lake, putting further strain on the Mass Ave intersection and ultimately mitigating the traffic-flow benefits that the light is designed to alleviate. It's important to note that this is not my personal conjecture only, TAC's own report warns of this potential.

Unintended Consequence #2 – As the two coordinated signals allow traffic to flow more quickly east of Brooks Street, the queue at the Mass Ave light will lengthen considerably. Drivers heading towards Route 16 or Cambridge will see Brooks as a tempting alternative to turn onto and zig-zag through the neighborhood to get back to Mass Ave. While the "no right turn" signs further west on Lake Street are relatively effective, its unlikely to work well at Brooks unless there is constant enforcement.

Unintended Consequence #3 – While the crossing currently is less-than-perfect and there are close calls, it would be hard to call the current condition "dangerous". Given the number of users on the Minuteman, the quantity of crashes is quite low with no fatalities and generally 1-3 crashes involving walkers, runners or cyclists each year. It is the very uncertainty and ambiguities of the crossing that makes it reasonably safe. Most cars slow down on both approaches as the sight lines and other factors encourage motorists to be quite careful. It is rare to see someone drive more than 20-25 mph, as at any moment a runner or cyclists could suddenly cross Lake Street. Minuteman bicyclists, though required to stop, at least slow down when reaching Lake Street.

All of this delicate balance will change with a new signal. **Everyone** will move faster. Cars will have a double green on Lake roughly 50% of the time. Rather than driving slowly across the Minuteman crossing as they do now, they will maintain their 30-35 mph speed much of the time. Some will speed up so as not to miss the light. This 10 mph increase in speed is not insignificant when it comes to pedestrian and bicycle safety. Data shows that when pedestrian are struck by a motor vehicle going 20 mph, the chance of fatality is <10%. At 30 mph, it jumps to 50%, and at 40 mph its 85%.

Minuteman bicyclists too will either come to a full stop or, if path users have the right of way, they will cross Lake Street "at speed". This will exacerbate conflicts with pedestrians. Especially concerning are the parents and children walking to Hardy School along Lake Street as commuter cyclists make their way to Alewife Station.

The crossing will look and feel different and in my opinion, be less safe. The Minuteman/Lake crossing is not like some of the signalized intersections out in Lexington where cross streets are far wider and pedestrian cross-traffic is nearly non-existent. Lake Street is a narrow road near a school, a different context that is not ripe for a traffic signal. To me, the \$150,000+ spent may make some drivers happy but threatens to make the overall context less safe.

Recommendation: For the roughly 100 or so days per year in which traffic back-ups are exacerbated by heavy non-motorized traffic on the Minuteman Path (i.e. dry days between May-October), I recommend the Town experiment with having an APD detail directing traffic. This could begin this spring when path traffic spikes in early May. For the 2-3 hours overtime per day that might be needed—7:45-8:30 am and 5:00-6:30 pm—and at \$50/hour (rough guess), this could go on for at least 15 years for the same cost of the signal, and that doesn't include the signal maintenance costs. Though an officer waving traffic through the crossing during rush hours would not fully replicate the traffic flow benefits that a signal would bring, it would be less likely to come with the negative unintended consequences that I've outlined above. The police detail pilot should continue for at least 2 or 3 months in order to evaluate its effectiveness. Whether a smashing success or having no impact at all, I hope TAC and the Board will revisit this issue in the early fall.

Thank you,

Phil Goff



Town of Arlington, Massachusetts

Warrant Article Request - Complete Streets Program

Summary:

Laura Wiener, Assistant Director, Planning and Community Development

ATTACHMENTS:

Type	Description
Backup Material	Memorandum to Board



TOWN OF ARLINGTON

MASSACHUSETTS 02476

781 - 316 - 3090

DEPARTMENT OF PLANNING and COMMUNITY DEVELOPMENT

MEMORANDUM

To: Board of Selectmen
Adam Chapdelaine, Town Manager
From: Laura Wiener, Assistant Director of Planning
Date: January 22, 2015
RE: Complete Streets State Program

Toward the end of 2014, the State enacted a Complete Streets Program (Chapter 90I), with projected funding of \$50,000,000 over the next 5 years, but as yet unappropriated. The funding is intended to help communities fund planning and construction of complete streets, defined as "streets that provide accommodations for users of all transportation modes, including, but not limited to walking, cycling, public transportation, automobiles and freight". The program requires towns to accept the legislation by a vote of town meeting, in order to be eligible for funding. I am writing to request the Board place an article on the Warrant for 2015 Town Meeting to accept the program, in order to be in a position to apply for funds when the program is up and running, presumably in fiscal 2016.

There are a number of other requirements that will follow after Town Meeting acceptance. The program requires the Town to:

1. Adopt a Complete Streets policy. This can be done as a bylaw or as an administrative policy. It should express the Town's commitment to implementation, and outline flexible guidelines. The legislation specifically allows for exceptions.
2. Conduct a baseline inventory of pedestrian and bicycle accommodations. The DPW has done much of this work already.
3. Incorporate the policy into routine road work. Designate appropriate times and conditions for Complete Streets to be considered.
4. Adopt a review process for private development. The Redevelopment Board would be the likely board to incorporate the Town's Complete Streets policy into its review of large private developments.
5. Establish a Municipal Mode Share Goal. Collect data before and after to see if implementation has had an impact on increasing pedestrian, bike and transit trips, and decreasing vehicle trips. The State's Mode Shift Goal is to triple walking, biking, and transit trips, though the Town's does not have to be so ambitious. The State's goals are to decrease congestion, increase the life of its infrastructure, improve the environment, and achieve positive public health outcomes by providing more healthy transportation options.

Attached is proposed language for a warrant article. I will be available to answer any questions you have at your upcoming meeting.

ACCEPTANCE OF LEGISLATION/COMPLETE STREETS PROGRAM

To see if the Town will vote to accept appropriate provisions of Massachusetts General Law, Chapter 90 I, Section 1, as amended, the Complete Streets Program, to allow the Town to participate in, apply for, and receive funding pursuant to said section and Section 6121-1318 of the Session Laws, Chapter 79 of the Acts of 2014; or take any other action related thereto.

(Inserted by the Board of Selectmen at the request of the Town Manager)



Town of Arlington, Massachusetts

Discussion and Adopt: Selectmen's Handbook, Alcohol Licenses and Regulations

Summary:

Kevin F. Greeley, Selectman

ATTACHMENTS:

Type	Description
Backup Material	Alcohol Licenses and Regulations Manual

TOWN OF ARLINGTON

Massachusetts
BOARD OF SELECTMEN

ALCOHOL LICENSES AND REGULATIONS



I. CERTIFICATION OF LICENSE APPLICANTS

All license applicants must sign a certification attesting that they have read and understood the Town policies, rules, and regulations relevant to their license.

The certification form is available at the Board of Selectmen’s Office, and should be filed concurrently with any and all alcohol license applications.

II. TYPES OF LICENSES TO BE GRANTED IN ARLINGTON

	Page
• Alcohol Licenses for Restaurants (both all alcohol and wine and malt only restaurants).....	3
• All Alcohol Package Store Licenses.....	10
• Special (One-Day) Liquor License Policy.....	16
• Licenses for the Sale of Wine and Malt Beverages to be Consumed on the Premises in Theaters.....	18
• Sale of Wine at Farmers’ Markets.....	24
• Caterer’s License.....	26
• Club Licenses.....	27

III. Policies, Rules, and Regulations of Alcohol Licenses for Restaurants

Approved: 9/21/09

Revised: 9/10/12

Revised 1/__/15

I. Introduction

A. General Statement of Policy

The Town of Arlington is home to a wide array of high-quality eating establishments. As the local licensing authority for all sales of alcoholic beverages in the Town of Arlington, the Board of Selectmen ("Board") wishes to support the existing restaurant culture and to stimulate its further growth through the issuance of liquor licenses to restaurants as appropriate. The Board also intends that all service and consumption of alcohol in the Town of Arlington be done responsibly and in conformance with all legal requirements. In service of these goals, licenses will be issued under these Policies, Rules, and Regulations only to holders of Common Victualler Licenses and with the consistent expectation that licensees will conduct their establishments to the highest standards.

The Board intends that the issuance of liquor licenses will contribute to the Town's development in the following respects:

- (1) Bring to the Town quality restaurants and function rooms that provide fine dining opportunities in attractive surroundings;
- (2) Provide convenient and attractive parking options;
- (3) Improve the variety of shops in Arlington;
- (4) Promote increased foot traffic; and
- (5) Strengthen the Town's commercial tax base.

Consequently, the Board's consideration of license applications will include location, proximity of proposed premises to residential neighborhoods or business areas, traffic impact, parking availability, content of proposed menu and other aesthetic considerations, including design and layout of the proposed establishment's interior. All required notification of applications for new licenses, amended licenses, or license transfers must be provided to abutters and other affected parties in accordance with state law.

B. Conditions of Licensure: Compliance with Legal Requirements

Liquor licenses are subject to these Policies, Rules, and Regulations as well as relevant provisions of state law (Chapter 138 of the Massachusetts General Laws) and the rules, regulations, and other guidance of the Alcoholic Beverages Control Commission, as they may be from time to time amended. Further, the Board may attach such conditions and restrictions to each license it issues as it deems to be in the public interest. All licensees must be familiar with all requirements that apply to their licenses and must abide by those requirements in the operation of their establishments. In addition to legal provisions governing liquor licenses, licensees must also maintain compliance with all other requirements that apply to the operation of licensed premises, including but not limited to the State Building Code, Fire Code, and Common Victualler

License requirements as well as all applicable Town Bylaws and codes. Failure to comply with these or any other applicable provisions may lead to further conditions being placed upon the license or to license suspension or revocation.

II. Licensing

A. Types of Licenses, Seating Capacity

The Board is authorized to issue two types of licenses for the sale of alcohol to be consumed on the premises: (1) All-Alcohol; and (2) Wine and Malt Beverages. All-Alcohol Licenses may be issued for restaurants having a minimum seating capacity of 50. Wine and Malt Beverage Licenses may be issued for restaurants having a minimum seating capacity of 19. Holders of licenses to sell wine and malt beverages for consumption on the premises may not sell cordials or liqueurs unless and until the Town adopts local-option legislation to allow such sales. Seating capacity will be determined in accordance with the applicable provisions of the Massachusetts State Building Code. Unless specified otherwise, these Policies, Rules, and Regulations apply to both All-Alcohol and Wine and Malt Beverages licenses.

B. Application Process

1. Forms: Application for a license to sell alcoholic beverages for consumption on the premises requires submission of the following forms, in addition to any other information required by Chapter 138 of the General Laws or the rules, regulations, or policies of the Alcoholic Beverages Control Commission:

- (a) Alcoholic Beverages Control Commission application form;
- (b) Town of Arlington application form;
- (c) Criminal Offender Record Information ("CORI") release form; and
- (d) Department of Revenue release form.

The Board reserves the right to decline to process incomplete applications and to supplement or substitute required application materials at any time. Complete application information must be provided for each individual appearing on the application.

2. Fees:

- (a) filing fee: A non-refundable filing fee of \$100 must be submitted with each application;
- (b) license fees: If a license is granted, the following annual license fee shall be due at the time the license is issued and upon each renewal:
 - (i) All Alcohol License: \$3,000. By vote of the Board, this annual fee may be prorated for licenses granted after January 1, but in no event shall it be less than \$1,500.
 - (ii) Wine and Malt Beverage License: \$1,750. By vote of the Board, this annual fee may be prorated for licenses granted after January 1, but in no event shall it be less than \$600.

- (iii) Reductions: The Board may choose to reduce the annual license fee by \$400 for All-Alcohol Licenses and by \$200 for Wine and Malt Beverages Licenses for applicants who demonstrate successful completion of a certified server-training program.
- (c) the Board reserves the right to adjust any of the fees listed above from year to year.
- (d) form of payment: All payments must be made by certified or personal check.
- 3. Building and Site Plan: Every application must include the following information for the proposed licensed premises on a clear and accurate scale drawing;
 - (a) The net floor area and dimensions of the existing room or rooms requested to be licensed, including dining rooms, function rooms, and storage rooms;
 - (b) The location of any proposed service bars;
 - (c) Moveable or secured seats and tables;
 - (d) Entrance and exit doors, windows, and stairs; and
 - (e) All rooms that are not requested to be licensed, but are on the same floor as the room or rooms that are requested to be licensed, identified as to function (e.g., kitchen, coatroom, lobby).
- 4. Corporate Ownership and Interest:
 - (a) application materials: Every application made by a corporate entity shall state the full name and home address of the entity's president, treasurer, clerk, secretary, directors, investors, developers, managers, or any other person with a financial interest in the entity. The application shall be signed by a corporate officer duly authorized by a vote of the entity's board of directors or equivalent governing board. Copies of the following documents shall be filed with the application: the entity's certificate of incorporation, the vote authorizing the application, and the vote appointing the manager or other principal representative with respect to the license being requested.
 - (b) manager or principal representative: No corporate entity may receive a license to sell alcoholic beverages for consumption on the premises unless such entity shall have first appointed, by a vote of its board of directors or equivalent governing board, a manager or principal representative who is (1) a citizen of the United States; (2) vested with properly voted authority (evidenced by written delegation) over the premises to be licensed and the conduct of all business to be conducted thereon to the same extent that the licensee itself would be if a natural person resident in the Commonwealth; and (3) satisfactory to the Board.
 - (c) change in interest: Except as otherwise provided by law, no change in the stock ownership of a corporate entity shall be made after the license has been granted or renewed without the express written approval of the Board.
- 5. Advertising & Notification: The applicant is responsible for complying with state-law requirements for advertising and written notification, including but not limited to

requirements set forth in Sections 15A and 16C of Chapter 138 of the General Laws. The Board reserves the right to order additional notification.

6. Statements in Application Materials: Any false statement made in connection with an application shall be cause for denial of the license or for suspension, cancellation, or revocation of a license already granted.

C. License Duration, Renewals

Once issued, licenses are valid until December 31. The licensee is responsible for filing a renewal application at least 45 days before December 31. At the time of renewal, all previously submitted materials must be updated as appropriate and the required fee must be paid. The Board or its designee shall inspect the licensed premises prior to renewal and the complete inspection report must be filed with every renewal application. A renewal application that fails to meet any of these requirements will be treated as an original license application

III. Operation of Licensed Premises

A. Hours

Unless otherwise fixed for a particular license, licensees may sell alcoholic beverages for consumption on the premises between the hours of 11:00 a.m. and 12:00 midnight daily, provided that food service is available during all hours in which alcoholic beverages are offered for sale. All alcoholic beverages and containers must be removed from tables and service bars one-half hour after closing time. Patrons must be off the licensed premises one hour after closing time. The licensee, the licensee's manager or principal representative, and employees or subcontractors of the licensee may be on the licensed premises after closing only in accordance with Chapter 138 of the General Laws.

B. Supervision, Order, and Decorum

The licensee or licensee's manager or principal representative shall be present at the licensed premises at all times during which alcoholic beverages are offered for sale. The licensee may designate and authorize some other person to act as the responsible manager and be present at the licensed premises while alcoholic beverages are offered for sale, provided that this person shall first have been identified to, and approved by, the Board. The designated manager or representative described in this section shall be available to the Board or its designee at all times during which alcoholic beverages may be sold on the licensed premises. The full name, current residential address, and current business and home telephone numbers of all designated managers or representatives described in this section shall be on file with the Board. Failure to provide this information and keep it current shall alone be sufficient cause for suspension or revocation of the license.

The manager or representative on site shall at all times maintain order and decorum on the premises and in the area immediately surrounding the premises. These areas must be kept clean, neat, and sanitary at all times. The manager or representative on site shall cooperate in all ways with Town officials, including but not limited to representatives of the Board, the Police Department, the Fire Department, Inspectional Services, and the Board of Health.

C. Inspections

At any time, licensed premises are subject to inspection by the Board or its designee, including but not limited to the Police Department, the Fire Department, Inspectional Services, and the Board of Health.

D. Physical Plant

The location of service bars shall not be changed without the submission of an amended floor plan to the Board and the Board's written approval. No premises will be licensed unless adequate and appropriate toilet facilities are available to patrons. No amusement devices such as electronic games shall be permitted on any licensed premises. All licensed establishments shall have suitable appliances to maintain water temperature consistently at 180° so that eating, drinking, cooking, and serving utensils are thoroughly cleaned and sanitized. Licensed premises shall not allow in windows or on outside walls the posting of advertisements or signs carrying the brand name of any alcoholic beverages. Signage on the inside of licensed premises is subject to Board approval.

E. Service and Consumption of Alcoholic Beverages and Food

1. Service of Alcoholic Beverages: Alcoholic beverages may be served only by wait staff of the licensed establishment. No pitchers of beer may be served. No alcoholic beverages may be served over a counter except a counter with fixed seating at which food service is also available. No alcoholic beverages may be served in the same area or over the same counter at which take-out food is made available for delivery or pick-up.

2. Service of Food: Food service must be available in all areas in which alcoholic beverages are served. No more than two alcoholic beverages per person may be served without food. After two alcoholic beverages have been served and consumed, a third such beverage may be served only with the delivery of food. Food must be served on solid, reusable dinnerware with silverware. Paper plates, disposable glasses, or plastic cutlery are not permitted.

3. Consumption of Alcoholic Beverages on the Premises: Only alcoholic beverages sold on the licensed premises shall be consumed on the premises: no patron shall be permitted to bring alcoholic beverages purchased off-site onto any licensed premises for consumption. All alcoholic beverages purchased on the premises shall be consumed on the premises, except unfinished bottles of wine re-sealed in accordance with Chapter 138, Section 12, of the General Laws and regulations of the Alcohol Beverages Control Commission. Even if the licensee's Common Victualler permit allows for outdoor seating, alcoholic beverages may be served in an outdoor space only if: (1) the description of the licensed premises expressly includes such outdoor space; (2) the outdoor space is surrounded by a suitable barrier or other physical element that maintains separation between the licensed premises and the general public; (3) the outdoor space is privately owned, or the outdoor space is on a public way and the owner of the licensed premises: a) obtains permission for such use from the Board, b) agrees to indemnify and hold harmless the Town of Arlington and all of its officers, officials, and assigns from any and all claims connected with their use of public ways areas described in the licensed premises, c) presents proof of insurance for its use of same, and d) complies with all other town, state, and federal laws including maintaining Americans with Disabilities Act (ADA) compliance; and (4) the Board is satisfied that neither the safety, nor the enjoyment of public ways shall be unreasonably compromised by issuance of a license permitting outdoor service of alcohol on a public way. All outdoor food and alcohol service shall conclude before 10:00 p.m. Thursday through Sunday, and 11:00 p.m. Friday and Saturday, unless otherwise affixed on a particular license as approved by the Board.

IV. Status of License

A. Exercise of License: Once a license is granted under these Policies, Rules, and Regulations, the licensee shall commence construction or alteration of the licensed premises within forty-five days and shall be in full operation within four months, unless a longer period is authorized by the Board. Thereafter, the licensee shall operate the licensed premises continuously in accordance with the terms of the license.

Closing of the licensed premises for seven consecutive days or for any ten days during the calendar year (other than outside the establishment's normal business hours) without prior written approval of the Board shall be considered abandonment of the license and sufficient grounds for revocation.

B. Violations

1. Generally: Any violation of Chapter 138 of the General Laws pertaining to licenses for the sale of alcoholic beverages to be consumed on the premises; any violation of the rules, regulations, or policies of the Alcoholic Beverages Control Commission relative to the sale of alcoholic beverages to be consumed on the premises; any violation of these Policies, Rules, and Regulations; or any violation of the conditions attached to any license granted under these Policies, Rules, and Regulations may result in additional conditions being placed on the license or in the cancellation, suspension, or revocation of the license following a hearing before the Board. Any action taken under this section shall be commenced by written notification to the licensee at the address on file with the Board. A hearing held under this section shall commence within two weeks or as soon as reasonably practicable thereafter following written notification. The Board or its agents may seize a license immediately if, in the Board's discretion, public health or safety warrants such a seizure and the penalty must begin on the same day of the week as the violation occurred. If a license is seized immediately, a hearing will be commenced within two weeks of the seizure, unless the licensee assents in writing to a longer time.

Comment [EM1]: Suggested change from December 2013

2. Service to Underage Individuals: If, after notice and a hearing, the Board or its designee concludes that an under-aged person was served alcohol at a licensed establishment, the Board shall suspend the license as provided below, or for such other time as the Board in its discretion shall choose.

First offense:	3-5 days suspension
Second offense:	6-10 days suspension
Third offense:	10-15 days suspension or revocation

This section shall not impair the Board's discretion to impose some other type of penalty in place of license suspension if the Board concludes that another penalty is appropriate. Such other penalties may include (but are not limited to) rolling back hours of operation, fixing other conditions on the license, or suspending or fixing conditions on the licensee's other licenses, such as Common Victualler or entertainment.

In fixing the penalty for sales to underage individuals, the Board may consider the following factors:

- (a) licensee's policies and procedures and application of those policies and procedures to guard against service to underaged individuals;
- (b) severity and type of offense;
- (c) efforts made to identify purchasers of alcohol;
- (d) appearance of the underaged purchaser of alcohol;
- (e) quality of the evidence of a violation;
- (f) circumstances of the case; and
- (g) number and nature of licensee's previous violations.

C. Transfers

Licenses granted under these Policies, Rules, and Regulations may not be transferred or assigned except with the approval of the Board and in accordance with Chapter 138 of the General Laws and rules, regulations, and policies of the Alcoholic Beverages Control Commission.

III. Policies, Rules, and Regulations for All Alcohol Package Store Licenses

Approved: 1/ /15

Comment [EM2]: Can't find approval date.

I. Introduction

A. General Statement of Policy

The Town of Arlington is home to a wide array of retail establishments. As the local licensing authority for all sales of alcoholic beverages in the Town of Arlington, the Board of Selectmen ("Board") wishes to support the existing business climate and to stimulate its further growth through the issuance of Package Store Licenses as appropriate. The Board also intends that all service and consumption of alcohol in the Town of Arlington be done responsibly and in conformance with all legal requirements. In service of these goals, licenses will be issued under these Policies, Rules, and Regulations only to holders of package store licenses with the consistent expectation that licensees will conduct their establishments to the highest standards.

The Board intends that the issuance of package store licenses will contribute to the Town's development in the following respects:

- (1) Bring to the Town quality shops that provide retail alcohol products in attractive surroundings;
- (2) Provide convenient and attractive parking options;
- (3) Improve the variety of shops in Arlington;
- (4) Promote increased foot traffic; and
- (5) Strengthen the Town's commercial tax base.

Consequently, the Board's consideration of license applications will include number of existing dispensaries in the community, views of the inhabitants, traffic, noise, size of business operation intended, type of business operation intended, and reputation of applicant. All required notification of applications for new licenses, amended licenses, or license transfers must be provided to abutters and other affected parties in accordance with state law.

B. Conditions of Licensure: Compliance with Legal Requirements

Package store licenses are subject to these Policies, Rules, and Regulations as well as relevant provisions of state law (Chapter 138 of the Massachusetts General Laws) and the rules, regulations, and other guidance of the Alcoholic Beverages Control Commission, as they may be from time to time amended. Further, the Board may attach such conditions and restrictions to each license it issues as it deems to be in the public interest. All licensees must be familiar with all requirements that apply to their licenses and must abide by those requirements in the operation of their establishments. In addition to legal provisions governing liquor licenses, licensees must also maintain compliance with all other requirements that apply to the operation of licensed premises, including but not limited to the State Building Code, Fire Code, and *Sanitary Code* requirements as well as all applicable Town Bylaws and codes. Failure to comply with these or

any other applicable provisions may lead to further conditions being placed upon the license or to license suspension or revocation. *All taxes and charges owed the Town must be paid on a current basis. Failure to comply with any of these laws and regulations shall be sufficient cause for revocation, suspension, or modification of license.*

II. Licensing

A. Application Process

1. Forms: Application for a license for the sale at retail of alcoholic beverages not to be drunk on the premise where sold requires submission of the following forms, in addition to any other information required by Chapter 138 of the General Laws or the rules, regulations, or policies of the Alcoholic Beverages Control Commission:

- (a) Alcoholic Beverages Control Commission application form;
- (b) Town of Arlington application form;
- (c) Criminal Offender Record Information ("CORI") release form; and
- (d) Department of Revenue release form.

The Board reserves the right to decline to process incomplete applications and to supplement or substitute required application materials at any time. Complete application information must be provided for each individual appearing on the application. *Once denied, applications may not be submitted for (12) months.*

2. Fees:

- (a) filing fee: A non-refundable filing fee of \$250 must be submitted with each application;
- (b) license fees: If a license is granted, the following annual license fee of \$2,500 shall be due at the time the license is issued and upon each renewal.
- (c) The Board reserves the right to adjust any of the fees listed above from year to year.
- (d) form of payment: All payments must be made by certified or personal check.

3. Building and Site Plan: Every application must include the following information for the proposed licensed premises on a clear and accurate scale drawing;

- (a) The net floor area and dimensions of the existing room or rooms requested to be licensed, including storage rooms; and
- (b) Entrance and exit doors, windows, and stairs.

4. Corporate Ownership and Interest:

- (a) application materials: Every application made by a corporate entity shall state the full name and home address of the entity's president, treasurer, clerk, secretary, directors, investors, developers, managers, or any other person with a financial interest in the entity. The application shall be signed by a corporate officer duly

authorized by a vote of the entity's board of directors or equivalent governing board. Copies of the following documents shall be filed with the application: the entity's certificate of incorporation, the vote authorizing the application, and the vote appointing the manager or other principal representative with respect to the license being requested. *Any change in corporate name or status or any change in trade name (DBA) shall require the prior approval of the Board.*

- (b) manager or principal representative: No corporate entity may receive a license to sell alcoholic beverages for consumption on the premises unless such entity shall have first appointed, by a vote of its board of directors or equivalent governing board, a manager or principal representative who is (1) a citizen of the United States; (2) vested with properly voted authority (evidenced by written delegation) over the premises to be licensed and the conduct of all business to be conducted thereon to the same extent that the licensee itself would be if a natural person resident in the Commonwealth; and (3) satisfactory to the Board. *The licensee shall not change managers, change corporate officers without first obtaining the approval of the Board. No person may have a direct or indirect beneficial interest in a license without first obtaining the approval of the Board.*
- (c) change in interest: Except as otherwise provided by law, no change in the stock ownership of a corporate entity shall be made after the license has been granted or renewed without the express written approval of the Board.

5. Advertising & Notification: The applicant is responsible for complying with state-law requirements for advertising and written notification, including but not limited to requirements set forth in Sections 15A and 16C of Chapter 138 of the General Laws. The Board reserves the right to order additional notification.

6. Statements in Application Materials: Any false statement made in connection with an application shall be cause for denial of the license or for suspension, cancellation, or revocation of a license already granted.

B. License Duration, Renewals

Once issued, licenses are valid until December 31. The licensee is responsible for filing a renewal application at least 45 days before December 31. At the time of renewal, all previously submitted materials must be updated as appropriate and the required fee must be paid. The Board or its designee shall inspect the licensed premises prior to renewal and the complete inspection report must be filed with every renewal application. A renewal application that fails to meet any of these requirements will be treated as an original license application.

Any licensee intending to close a place of business, whether on a temporary or permanent basis, must notify the Board in writing before such closing stating the reason and length of such closing. Failure to provide such notice may result in the revocation of the license.

The licensee shall immediately notify, in writing, the Board of any proceedings brought by or against the licensee under the bankruptcy laws or of any other court proceedings which may affect the status of the license.

III. Operation of Licensed Premises

A. Hours

Unless otherwise fixed for a particular license, licensees may sell alcoholic beverages not for consumption on the premises between the hours of 8:00 a.m. and 12:00/midnight Monday through Saturday and between the hours of ~~10:00 A.M. noon~~ and 12:00 midnight Sunday. The licensee, the licensee's manager or principal representative, and employees or subcontractors of the licensee may be on the licensed premises after closing only in accordance with Chapter 138 of the General Laws.

No sale or delivery of alcoholic beverages shall be made except during the legal hours of sale. Alcoholic beverages shall be transported or delivered for sale only upon orders actually received at the licensed business prior to the shipment thereof and must comply with the following. Package store licensees are required to keep a written record of the name and address of every person to whom a delivery is made outside of the premises. Additionally, the record must include the information as to the amount of alcoholic beverages that were delivered, the date and time of delivery, and the signature of the person receiving the delivery. If such signature is illegible, the licensee is required to have the patron print his or her name under said signature. Such records must be maintained for a period of not less than one year from the last entry therein and must be available to the Licensing Board and its agents for inspection at any time in a form suitable for easy inspection.

B. Supervision, Order, and Decorum

The licensee or licensee's manager or principal representative shall be present at the licensed premises at all times during which the sale of alcoholic beverages not for consumption on premise are sold. The licensee may designate and authorize some other person to act as the responsible manager and be present at the licensed premises while alcoholic beverages are offered for sale, provided that this person shall first have been identified to, and approved by, the Board. The designated manager or representative described in this section shall be available to the Board or its designee at all times during which alcoholic beverages may be sold on the licensed premises. The full name, current residential address, and current business and home telephone numbers of all designated managers or representatives described in this section shall be on file with the Board. Failure to provide this information and keep it current shall alone be sufficient cause for suspension or revocation of the license.

The manager or representative on site shall at all times maintain order and decorum on the premises and in the area immediately surrounding the premises. These areas must be kept clean, neat, and sanitary at all times. The manager or representative on site shall cooperate in all ways with Town officials, including but not limited to representatives of the Board, the Police Department, the Fire Department, Inspectional Services, and the Board of Health.

C. Inspections

At any time, licensed premises are subject to inspection by the Board or its designee, including but not limited to the Police Department, the Fire Department, Inspectional Services, and the Board of Health.

D. Physical Plant

The store layout shall not be changed without the submission of an amended floor plan to the Board and the Board's written approval. No amusement devices such as electronic games shall be permitted on any licensed premises. Licensed premises shall not allow in more than one-third of windows or on outside walls the posting of advertisements or signs carrying the brand name of any alcoholic beverages. Signage on the inside of licensed premises is subject to Board approval.

E. Service and Employee Training

An up-to-date list of all employees shall be available on the premises at all times for review by authorized agents of the Board. Any employee making a sale of alcoholic beverages must be at least twenty-one (21) years of age and provide a C.O.R.I. report. The Board in its sole discretion shall make judgments as to whether any violation warrants disapproval.

An employee education and training program on the proper procedures for verifying that patrons are at least 21 years of age and not intoxicated shall be provided by the licensee. A written description of such program, along with a written policy outlining the employees' responsibilities and the disciplinary measures which will be taken against any employee for violating said policy, shall be filed with the Board and be maintained on the premises at all times. A signed certification of each employee, indicating that the employee has received the described training and has reviewed and understands the written policy describing his or her responsibilities and the disciplinary action which will be taken for violations, shall be maintained on the premises at all times. Copies of all such documents and certifications shall be available to the licensing authority, or any authorized agent thereof, upon demand.

No alcoholic beverages shall be sold to anyone under twenty-one (21) years of age or any intoxicated person. Signage indicating, "If you look under 30 years of age, you will be carded" shall be conspicuously displayed. Only an original driver's license with photograph or a Massachusetts Liquor Purchase identification Card shall be accepted as proof of age.

F. Sampling

No licensee, manager, server, agent, or employee shall knowingly permit such consumption of alcoholic beverages within or upon the retail package store licensed premises, or upon any area under the direction and control of the licensee, except for "sample tasting" as set forth in G.L. c. 138 sec. 15, including limitations on samples set forth therein.

IV. Status of License

A. Exercise of License

Once a license is granted under these Policies, Rules, and Regulations, the licensee shall commence construction or alteration of the licensed premises within forty-five days and shall be in full operation within four months, unless a longer period is authorized by the Board. Thereafter, the licensee shall operate the licensed premises continuously in accordance with the terms of the license. Closing of the licensed premises for seven consecutive days or for any ten days during the calendar year (other than outside the establishment's normal business hours) without prior written approval of the Board shall be considered abandonment of the license and sufficient grounds for revocation.

All licenses and permits issued by the Town shall be displayed on the premises in a conspicuous place where the public has access and may read.

B. Violations

1. Generally: Any violation of Chapter 138 of the General Laws pertaining to licenses for the sale of alcoholic beverages to be consumed on the premises; any violation of the rules, regulations, or policies of the Alcoholic Beverages Control Commission relative to the sale of alcoholic beverages not to be consumed on the premises; any violation of these Policies, Rules, and Regulations; or any violation of the conditions attached to any license granted under these Policies, Rules, and Regulations may result in

additional conditions being placed on the license or in the cancellation, suspension, or revocation of the license following a hearing before the Board. Any action taken under this section shall be commenced by written notification to the licensee at the address on file with the Board. A hearing held under this section shall commence within two weeks or as soon as reasonably practicable thereafter following written notification. The Board or its agents may seize a license immediately if, in the Board's discretion, public health or safety warrants such a seizure and the penalty must begin on the same day of the week as the violation occurred. If a license is seized immediately, a hearing will be commenced within two weeks of the seizure, unless the licensee assents in writing to a longer time.

Comment [EM3]: Suggested change from December 2013

2. Service to Underage Individuals: If, after notice and a hearing, the Board or its designee concludes that an under-aged person was sold alcohol at a licensed establishment, the Board shall suspend the license as provided below, or for such other time as the Board in its discretion shall choose.

First offense:	3-5 days suspension
Second offense:	6-10 days suspension
Third offense:	10-15 days suspension or revocation

This section shall not impair the Board's discretion to impose some other type of penalty in place of license suspension if the Board concludes that another penalty is appropriate. Such other penalties may include (but are not limited to) rolling back hours of operation, fixing other conditions on the license.

In fixing the penalty for sales to underage individuals, the Board may consider the following factors:

- (a) licensee's policies and procedures and application of those policies and procedures to guard against service to underage individuals;
- (b) severity and type of offense;
- (c) efforts made to identify purchasers of alcohol;
- (d) appearance of the underage purchaser of alcohol;
- (e) quality of the evidence of a violation;
- (f) circumstances of the case; and
- (g) number and nature of licensee's previous violations.

B. Transfers

Licenses granted under these Policies, Rules, and Regulations may not be transferred or assigned except with the approval of the Board and in accordance with Chapter 138 of the General Laws and rules, regulations, and policies of the Alcoholic Beverages Control Commission. *Assignment of stock in incorporated licensed places for the purpose of safeguarding the assignee on loans, etc., gives no right to such assignee to conduct the business of the licensee; therefore, licensees must notify the Board immediately when the assignee forecloses under such assignment of stock.*

IV. Special (One-Day) Liquor License Policy

APPROVED: 6/7/10

REVISED: 4/12/12

1. A one-day “special” license for the sale of **wine & malt only beverages** may be granted to the responsible manager of any indoor or outdoor (see #2) activity or enterprise.
A one-day “special” license for the sale of **all alcoholic beverages** may be granted to the responsible manager of any non-profit organization conducting any indoor or outdoor (see #2) activity or enterprise.
2. Sale and consumption are limited to inside of the premises, with the exception of Town Hall and Whittemore Robbins House events, which shall permit sale and consumption in designated areas of the Town Hall Garden and Whittemore Robbins Gardens respectively. If allowed by Board vote, outdoor sale and consumption may occur only in a defined outside area away from public ways.
3. Consistent with Section 14 of Massachusetts General Laws Chapter 138, a responsible manager and alternate should be named by the organization, one of whom shall be on the premises at all times during the day(s) in question. The responsible manager must be at least 21 years of age. The name(s) and 24-hour contact information shall be on file with the Office of the Board of Selectmen and Police Services Division.
4. The Local Licensing Authority (Board of Selectmen) may impose reasonable conditions and limitations on any special license that is granted, including but not limited to the hours of operation and the presence of a police detail(s).
5. **Security.** The applicant must present a security plan to the Arlington Police Department before filing this application. This security plan must include provisions for:
 - crowd control,
 - dealing with unruly patrons,
 - emergency evacuations,
 - traffic/parking considerations, and
 - controlling access to alcohol by underaged persons.

Unless circumstances warrant otherwise, the security plan will require one police officer for an event that 150 people are expected to attend and two officers for an event that 300 or more people are expected to attend. *The Chief of Police, Operations Commander, or their designee (see attached Town Hall Events-Bar Requirements Sheet) must sign off on this application as to the security plan for the event **before** the application is filed with the Board of Selectmen.* Moreover, applicants must demonstrate that people who will be serving alcoholic beverages are at least 21 years of age and that at least one person who will be staffing each point of service of alcoholic beverages has certification in TIPS or comparable safety training.

6. Unless otherwise voted by the Board of Selectmen, each special license shall cover a single activity or enterprise.

- a. A special license generally is granted for a single day only. The special license may be granted for more than one day at a time **only** if the activity or enterprise spans more than one day.
 - b. The fee for a special license shall be charged on a per-day basis.
- 7. The Board reserves the right to decline to consider any application filed later than 21 days before the proposed event. The Board may require the filing of references by the applicant at its discretion.
- 8. Organizers of any event requiring a one-day "special" liquor license must comply with state statutory and regulatory requirements, which can be found on the website of the Alcoholic Beverages Control Commission: WWW.MASS.GOV/ABCC. See Chapter 138, Section 14, of the Massachusetts General Laws and 204 C.M.R. 7.00. If necessary, organizers should consult private counsel to ensure compliance with these legal requirements.

V. Rules and Regulations for Licenses for the Sale of Wine and Malt Beverages to be Consumed on the Premises in the Theaters

Approved: May 21, 2012

I. GENERAL CONDITIONS

A. Conditions of Licensure: Compliance with Legal Requirements

Licenses for the sale of wine and malt beverages are subject to these Rules and Regulations as well as relevant provisions of state law (Chapter 138 of the Massachusetts General Laws) and the rules, regulations, and other guidance of the Alcoholic Beverages Control Commission, as they may be from time to time amended. Further, the Board may attach such conditions and restrictions to each license it issues as it deems to be in the public interest. All licensees must be familiar with all requirements that apply to their licenses and must abide by those requirements in the operation of their establishments. In addition to legal provisions governing liquor licenses, licensees must also maintain compliance with all other requirements that apply to the operation of licensed premises, including but not limited to the State Building Code, Fire Code, and Common Victualler and/or Food Vendor License requirements as well as all applicable Town Bylaws and codes. Failure to comply with these or any other applicable provisions may lead to further conditions being placed upon the license or to license suspension or revocation.

B. Application Process

1. **Forms:** Application for a license to sell alcoholic beverages for consumption on the premises requires submission of the following forms, in addition to any other information required by Chapter 138 of the General Laws or the rules, regulations, or policies of the Alcoholic Beverages Control Commission:

- (a) Alcoholic Beverages Control Commission application form;
- (b) Town of Arlington application form;
- (c) Criminal Offender Record Information ("CORI") release form; and
- (d) Department of Revenue release form.

The Board reserves the right to decline to process incomplete applications and to supplement or substitute required application materials at any time. Complete application information must be provided for each individual appearing on the application.

2. Fees:

- (a) **filing fee:** A non-refundable filing fee of \$100 must be submitted with each application;

- (b) license fees: The amount of annual license fees shall be tiered based on the number of days per year that the applicant expects to be open, as follows:

up to 50 days	\$ 750.00
50-99 days	\$1,250.00
100 days or more	\$1,750.00

For purposes of calculating the applicable annual license fee, any portion of a day or evening during which the applicant's establishment is open to the public for a movie showing, live performance, or other entertainment will be counted as one day.

By vote of the Board, this annual fee may be prorated for licenses granted after January 1.

The Board will reduce the annual license fee by \$200 for applicants who demonstrate successful completion of a certified server-training program.

- (c) The Board reserves the right to adjust any of the fees listed above from year to year.
- (d) form of payment: All payments must be made by certified or personal check.
3. Building and Site Plan: Every application must include the following information for the proposed licensed premises on a clear and accurate scale drawing;
- (a) The net floor area and dimensions of the existing room or rooms requested to be licensed, including dining rooms, function rooms, and storage rooms;
 - (b) The location of any proposed service bars;
 - (c) Moveable or secured seats and tables;
 - (d) Entrance and exit doors, windows, and stairs; and
 - (e) All rooms that are not requested to be licensed, but are on the same floor as the room or rooms that are requested to be licensed, identified as to function (e.g., kitchen, coatroom, lobby).
4. Corporate Ownership and Interest:
- (a) application materials: Every application made by a corporate entity shall state the full name and home address of the entity's president, treasurer, clerk, secretary, directors, investors, developers, managers, or any other person with a financial interest in the entity. The application shall be signed by a corporate officer duly authorized by a vote of the entity's board of directors or equivalent governing board. Copies of the following documents shall be filed with the application: the entity's certificate of incorporation, the vote authorizing the application, and the vote

appointing the manager or other principal representative with respect to the license being requested.

- (b) manager or principal representative: No corporate entity may receive a license to sell alcoholic beverages for consumption on the premises unless such entity shall have first appointed, by a vote of its board of directors or equivalent governing board, a manager or principal representative who is (1) a citizen of the United States; (2) vested with properly voted authority (evidenced by written delegation) over the premises to be licensed and the conduct of all business to be conducted thereon to the same extent that the licensee itself would be if a natural person resident in the Commonwealth; and (3) satisfactory to the Board.
- (c) change in interest: Except as otherwise provided by law, no change in the stock ownership of a corporate entity shall be made after the license has been granted or renewed without the express written approval of the Board.

5. Advertising & Notification: The applicant is responsible for complying with state-law requirements for advertising and written notification, including but not limited to requirements set forth in Sections 15A and 16C of Chapter 138 of the General Laws. The Board reserves the right to order additional notification.

6. Statements in Application Materials: Any false statement made in connection with an application shall be cause for denial of the license or for suspension, cancellation, or revocation of a license already granted.

C. License Duration, Renewals

Once issued, licenses are valid until December 31. The licensee is responsible for filing a renewal application at least 45 days before December 31. At the time of renewal, all previously submitted materials must be updated as appropriate and the required fee must be paid. The Board or its designee shall inspect the licensed premises prior to renewal and the complete inspection report must be filed with every renewal application. A renewal application that fails to meet any of these requirements will be treated as an original license application.

D. Supervision, Order, and Decorum

The licensee or licensee's manager or principal representative shall be present at the licensed premises at all times during which alcoholic beverages are offered for sale. The licensee may designate and authorize some other person to act as the responsible manager and be present at the licensed premises while alcoholic beverages are offered for sale, provided that this person shall first have been identified to, and approved by, the Board. The designated manager or representative described in this section shall be available to the Board or its designee at all times during which alcoholic beverages may be sold on the licensed premises. The full name, current residential address, and current business and home telephone numbers of all designated managers or representatives described in this section shall be on file with the Board. Failure to provide this information and keep it current shall alone be sufficient cause for suspension or revocation of the license.

The manager or representative on site shall at all times maintain order and decorum on the premises and in the area immediately surrounding the premises. These areas must be kept clean, neat, and sanitary at

all times. The manager or representative on site shall cooperate in all ways with Town officials, including but not limited to representatives of the Board, the Police Department, the Fire Department, Inspectional Services, and the Board of Health.

E. Inspections

At any time, licensed premises are subject to inspection by the Board or its designee, including but not limited to the Police Department, the Fire Department, Inspectional Services, and the Board of Health.

F. Physical Plant

The location of service bars shall not be changed without the submission of an amended floor plan to the Board and the Board's written approval. No premises will be licensed unless adequate and appropriate toilet facilities are available to patrons. All licensed establishments shall have suitable appliances to maintain water temperature consistently at 180° so that eating, drinking, cooking, and serving utensils are thoroughly cleaned and sanitized. Licensed premises shall not allow in windows or on outside walls the posting of advertisements or signs carrying the brand name of any alcoholic beverages. Signage on the inside of licensed premises is subject to Board approval.

G. Violations

1. Generally: Any violation of Chapter 138 of the General Laws pertaining to licenses for the sale of alcoholic beverages to be consumed on the premises; any violation of the rules, regulations, or policies of the Alcoholic Beverages Control Commission relative to the sale of alcoholic beverages to be consumed on the premises; any violation of these Rules, and Regulations; or any violation of the conditions attached to any license granted under these Rules and Regulations may result in additional conditions being placed on the license or in the cancellation, suspension, or revocation of the license following a hearing before the Board. Any action taken under this section shall be commenced by written notification to the licensee at the address on file with the Board. A hearing held under this section shall commence within two weeks or as soon as reasonably practicable thereafter following written notification. The Board or its agents may seize a license immediately if, in the Board's discretion, public health or safety warrants such a seizure and the penalty must begin on the same day of the week as the violation occurred. If a license is seized immediately, a hearing will be commenced within two weeks of the seizure, unless the licensee assents in writing to a longer time.

2. Service to Underage Individuals: If, after notice and a hearing, the Board or its designee concludes that an under-aged person was served alcohol at a licensed establishment, the Board shall suspend the license as provided below, or for such other time as the Board in its discretion shall choose.

First offense:	3-5 days suspension
Second offense:	6-10 days suspension
Third offense:	10-15 days suspension or revocation

This section shall not impair the Board's discretion to impose some other type of penalty in place of license suspension if the Board concludes that another penalty is appropriate. Such other penalties may include (but are not limited to) rolling back hours of operation, fixing other conditions on the license, or suspending or fixing conditions on the licensee's other licenses, such as Common Victualler or entertainment.

In fixing the penalty for sales to underaged individuals, the Board may consider the following factors:

Comment [EM4]: Suggested change from December 2013

- (a) licensee's policies and procedures and application of those policies and procedures to guard against service to underaged individuals;
- (b) severity and type of offense;
- (c) efforts made to identify purchasers of alcohol;
- (d) appearance of the underaged purchaser of alcohol;
- (e) quality of the evidence of a violation;
- (f) circumstances of the case; and
- (g) number and nature of licensee's previous violations.

3. Compliance Checks: Theaters holding licenses for the sale of wine and malt beverages shall be subject to alcohol compliance checks to the extent permitted by law and to the same extent as any other licensee for the sale of alcoholic beverages to be consumed on or off the premises within the Town.

H. Transfers

Licenses granted under these Rules and Regulations may not be transferred or assigned except with the approval of the Board and in accordance with Chapter 138 of the General Laws and rules, regulations, and policies of the Alcoholic Beverages Control Commission.

II. SPECIAL CONDITIONS FOR THEATERS

A. Theater Venues Eligible for License to Sell Wine and Malt Beverages

A license for the sale of wine and malt beverages to be consumed on the premises may be granted to any privately operated enclosed entertainment facility with a minimum seating capacity of 100 that is used primarily for the presentation of motion pictures or dramatic, comedic, or musical performances.

B. Hours of Sale

Sales of wine and malt beverages shall be permitted during regular hours of operation of the theater.

C. Who May Purchase

Wine and malt beverages may be sold only to patrons holding tickets for a movie, performance, or other entertainment to be presented in the licensed establishment on the date and at the approximate time of the sale.

D. Limit on Sales

No patron may be served more than two wine or malt beverages per day. No more than two wine or malt beverages may be purchased by a patron at one time. No pitchers of beer or bottles or carafes of wine shall be served. Only alcoholic beverages sold on the licensed premises shall be consumed on the premises: no patron shall be permitted to bring alcoholic beverages purchased off-site onto any licensed premises for consumption. All alcoholic beverages purchased on the premises shall be consumed on the premises.

E. Place of Sales, Consumption

Wine and malt beverages may be sold only from one dedicated counter area. Once purchased, wine and malt beverages may be brought into any area of the theater in which food and non-alcoholic beverages are allowed to be consumed. Alcoholic beverages may not be served outside the licensed premises.

VI. Sale of Wine at Farmers' Markets

In 2010, the state authorized the sale of sealed bottles of wine by licensed farmer-wineries for consumption off the premises at "agricultural events" designated by the state Department of Agricultural Resources through Chapter 138 Section 15F.

Section 15F. Notwithstanding any other provision of chapter 138, in any city or town wherein the granting of licenses to sell wine is authorized under this chapter, the local licensing authority may issue to an applicant authorized to operate a farmer-winery under section 19B or in any other state, a special license for the sale of wine produced by or for the licensee in sealed containers for off-premise consumption at an indoor or outdoor agricultural event. All sales of wine shall be conducted by an agent, representative, or solicitor of the licensee to customers who are at least 21 years of age. A licensee under this section may provide, without charge, samples of wine to prospective customers at an indoor or outdoor agricultural event. All samples of wine shall be served by an agent, representative, or solicitor of the licensee to individuals who are at least 21 years of age and all samples shall be consumed in the presence of such agent, representative, or solicitor of the licensee; provided, however, that no sample shall exceed one (1) ounce of wine and no more than 5 samples shall be served to an individual prospective customer. For the purposes of this section, the term "agricultural event" shall be limited to those events certified by the department of agricultural resources as set forth in this section.

An applicant for a special license under this section shall first submit a plan to the department of agricultural resources that shall demonstrate that the event is an agricultural event. The plan shall include a description of the event, the date, time and location of the event, a copy of the operational guidelines or rules for the event, written approval that the prospective licensee has been approved as a vendor at the event, including the name and contact information of the on-site manager, and a plan depicting the premises and the specific location where the license will be exercised.

Upon review of the plan, the department may certify that the event is an agricultural event; provided, however, that in making that determination, the department shall consider the following factors: (i) operation as a farmers' market or agricultural fair approved or inspected by the department; (ii) frequency and regularity of the event, including dates, times and locations; (iii) number of vendors; (iv) terms of vendor agreements; (v) presence of an on-site manager; (vi) training of the on-site manager; (vii) operational guidelines or rules, which shall include vendor eligibility and produce source; (viii) focus of event on local agricultural products grown or produced within the market area; (ix) types of shows or exhibits, including those which are described in clause (f) of the first paragraph of section 2 of chapter 128; and (xi) sponsorship or operation by an agricultural or horticultural society organized under the laws of the commonwealth, or by a local grange organization and/or association whose primary purpose is the promotion of agriculture and its allied industries. The department of agricultural resources may promulgate rules and regulations necessary for the operation, oversight, approval, and inspection of agricultural events under this section.

An applicant for a license under this section shall file with the local licensing authority along with its application proof of certification from the department of agricultural resources that the event is an agricultural event. A special license under this section shall designate the specific premises, and dates and times covered. A special license may be granted for an indoor or outdoor agricultural event which takes place on multiple dates and/or times during a single calendar year but no special license shall be granted for an agricultural event that will not take place within 1 calendar year. The special license shall be displayed conspicuously by the licensee at the licensed premises. A copy of a special license granted by the local licensing authority shall be submitted by the authority to the commission at least 7 days prior to the date the agricultural event is first scheduled to begin. The local licensing authority may charge a fee for each special license granted, but such fee shall not exceed fifty \$50. A special license granted under this section shall be nontransferable to any other person, corporation, or organization and shall be clearly marked nontransferable on its face.

The commission may promulgate rules and regulations it deems appropriate to effectuate the purposes of this section.

VII. Rules and Regulations for Caterer's Licenses

Effective October 31, 2012, the legislature authorized a new type of annual, all alcoholic beverages license called the "Caterer's License." On August 1, 2012, the Governor approved Chapter 190 of the Acts of 2012 that created a new license Caterer's License pursuant to M.G.L. c.138, §12C. The Alcoholic Beverages Control Commission (ABCC) is responsible for issuing the license directly to a catering business for an annual fee of \$1500.00. There is no local involvement. A caterer's license authorizes the licensee to store, transport, sell and deliver alcoholic beverages in the ordinary course of the licensee's business. Alcoholic beverages may be stored only on the premises owned by the licensee or that the licensee has the exclusive right to occupy. An applicant who seeks a Caterer's License must also apply for a Transportation Permit, which the ABCC also issues directly for a fee of \$150.00.

The Caterer's License is an on-premises license, which allows a caterer to sell alcoholic beverages at private events (never at the caterer's principal place of business) for no more than five hours in a city or town that allows on-premises licensees under M.G.L. c. 138, §12. Licensed Caterer's cannot sell or deliver alcoholic beverages at events which occur in a licensed premises, i.e. a restaurant, hotel, club, etc.

In addition, the licensed caterer must:

- Purchase its inventory of alcoholic beverages from licensed wholesalers
- Maintain liquor liability insurance in a minimum amount of \$250,000.00/\$500,000.00
- Only permit individuals who have been certified by a nationally recognized alcoholic beverages server training program to serve alcoholic beverages
- At least 48 hours before any private event:

- (a) notify the police chief and the local licensing authority that the licensed caterer will be serving alcoholic beverages in the city/town;
- (b) provide a copy of the caterer's license to the police chief and the local licensing authority; (c) provide proof of insurance to the police chief and the local licensing authority; and
- (d) provide an emergency contact number for the license manager to the police chief and the local licensing authority.

VIII. Rules and Regulations for Club Licenses

Application Procedures

1. Club license applications to be filed in duplicate with Board of Selectmen. (Information therein to be typed or printed in ink.) Application to indicate whether veterans' organization or club.
2. Following to be submitted with application:
 - (a) License fee - \$100.00 (check made payable Town of Arlington).
 - (b) Copy of Club Charter, also a copy of current membership list as of January 1.
 - (c) Copy of House Rules.
 - (d) The full names and residence addresses of the President, Treasurer, Clerk, Secretary, Directors and Manager, or other Principal Representatives of the organization.
 - (e) A copy of the vote, of the Board of Directors, or other similar body certified by the Clerk or Secretary of the organization, specifically authorizing the officer, who shall be identified by name and residence address, to sign the application for the license on behalf of the organization.
 - (f) A certified copy of the vote of the Board of Directors or other similar body, appointing a person who shall be identified by name and residence address to act as Manager or other Principal Representative.
 - (g) Certified copy of minutes of the last meeting of the membership of the organization prior to the date of application.
3. Selectmen shall cause a notice thereof to be published, at the expense of the application, within ten (10) days of receipt of application.
4. Applicant shall, within three (3) days after publication, cause a copy of the notice, attached to club stationery, to be sent by registered mail, return receipt requested, to each abutting property owner, and to any school, church or hospital located within a radius of five hundred (500) feet. Town Engineer to supply names and addresses of abutters and any school, church or hospital within five hundred (500) feet. Following statements to appear on notice sent to any school, church or hospital "As required by Chapter 138, Section 15A of the General Laws your attention is directed to the necessity of written objection to prevent the issuance of the license referred to in the above-captioned legal notice."
5. "An affidavit of the applicant or of the person mailing such notice on his or her behalf, together with an attested copy of the notice mailed, shall be filed in the office of the licensing authority." Affidavit to be made on appropriate place on application form. Registered mail return receipts are to be filed with Selectmen.
6. The Selectmen shall cause an examination to be made of the premises. (Section 12 of Chapters 138 G.L.)
7. The Selectmen shall schedule a public hearing ten days after the publication of such notice.

8. Application shall be granted or dismissed by the selectmen not later than thirty (30) days after filing; and if favorably acted upon by the Selectmen it shall be submitted for approval by the Commission not later than three days following such favorable action. Licenses shall be issued not later than seven (7) days following receipt of notice of approval from Commission (Section 16B of Chapters 138 G.L.)

Club Operation & Service Regulations

1. THE LICENSE IS SUBJECT TO GENERAL LAW 138 AND THE REGULATIONS OF THE ALCOHOLIC BEVERAGES CONTROL COMMISSION AS WELL AS REGULATIONS, GENERAL OR SPECIFIC, MADE AT ANY TIME BY THE BOARD OR SELECTMEN.
2. Unless otherwise fixed for a particular license, club licensees may sell alcoholic beverages for consumption on the premises between the hours of 11:00 a.m. and 1:00 a.m. daily.
3. The licensee shall furnish the name and address of the club, also the Manager's name, address and telephone number, to the Board of Selectmen, Chief of Police and Chief of the Fire Department. Any change in location or of manager must be reported without delay to the Board of Selectmen, the Chief of Police and the Chief of the Fire Department.
4. Club licensee shall have a bartender or manager in charge during open hours who is of good moral character and a responsible type of person. He/She shall be held accountable for keeping order.
5. The bartender or manager shall be responsible for the conduct of its members and guests in the licensed premises. He/She shall prevent undue noise and disturbance to the neighborhood.
6. The bartender or manager shall refuse to serve a member or guest who is approaching a condition of "under the influence."
7. The bartender or manager shall make an effort to prevent a member or guest from operating a motor vehicle if said member or guest appears to be "under the influence."
8. The bartender or manager shall refuse to serve any member or guest under the legal age. When in doubt of age, the bartender shall require the showing of identification cards in accordance with Chapter 138, Section 34B of the General Laws.
9. No member, guest or employee shall be served alcoholic beverages after legal hour of sale of same.
10. No person is allowed in that area of the building where alcoholic beverages are served between the hours of 1:00 A.M. and 6:00 A.M, except persons whose names have been posted with the Chief of Police who may be present for custodial purposes.

11. No alcoholic beverages shall be taken from the building.
12. No licensee shall sell alcohol beverages in any part of the premises not specified on this license.
13. The licensed premises must be well lighted at all times.
14. There shall be no indecent or immoral entertainment on the licensed premises.
15. Gambling, lotteries, or other illegal machines or games are prohibited except as otherwise permitted by law.

16A. REGULATION ON LICENSING OF AUTOMATIC AMUSEMENT DEVICES

The Application for a license of an Automatic Amusement Device or Devices at any Club or Non-Profit Organization shall not be considered by the Board of Selectmen until a vote of the membership is taken.

Prior to the vote being taken, all members of the Club or Organization shall be notified in writing. The notice shall specify "the type of machine and the name of the machine being considered". The notice shall also state that "According to the Rules and Regulations of the Board of Selectmen, no gambling or payoff on any type of automatic amusement device is allowed. If any Club or Non-Profit Organization is found to be making payoffs which are illegal and constitute illegal gambling, after a Public Hearing, at which it is substantiated that illegal gambling did take place, the Club or Organization may be subject to temporary or permanent loss of their All Alcoholic Beverage License". (Adopted 7/28/86)

16. Membership. (i.e. Associate Membership or equivalent type) in licensed clubs, other than regular membership, shall be subject to the approval of the Board of Selectmen.
17. The licensed premises shall be subject, at all times, to inspection by members of the Board of Selectmen, their Executive Secretary, Town Manager, Board of Health or their representatives, Police Department, Fire Department, or any other department or official of the town so directed by the Selectmen.
18. Violations
 - a. Generally: Any violation of Chapter 138 of the General Laws pertaining to licenses for the sale of alcoholic beverages to be consumed on club premises; any violation of the rules, regulations, or policies of the Alcoholic Beverages Control Commission relative to the sale of alcoholic beverages to be consumed on the club premises; any violation of these Policies, Rules, and Regulations; or any violation of the conditions attached to any license granted under these Policies, Rules, and Regulations may result in additional conditions being placed on the license or in the cancellation, suspension, or revocation of the license following a hearing before the Board. Any action taken under this section shall be commenced by written notification to the

licensee at the address on file with the Board. A hearing held under this section shall commence within two weeks or as soon as reasonably practicable thereafter following written notification. The Board or its agents may seize a license immediately if, in the Board's discretion, public health or safety warrants such a seizure and the penalty must begin on the same day of the week as the violation occurred. If a license is seized immediately, a hearing will be commenced within two weeks of the seizure, unless the licensee assents in writing to a longer time.

- b. Service to Underage Individuals: If, after notice and a hearing, the Board or its designee concludes that an under-aged person was served alcohol at a licensed establishment, the Board shall suspend the license as provided below, or for such other time as the Board in its discretion shall choose.

First offense:	3-5 days suspension
Second offense:	6-10 days suspension
Third offense:	10-15 days suspension or revocation

- c. This section shall not impair the Board's discretion to impose some other type of penalty in place of license suspension if the Board concludes that another penalty is appropriate. Such other penalties may include (but are not limited to) rolling back hours of operation, fixing other conditions on the license, or suspending or fixing conditions on the licensee's other licenses, such as Common Victualler or entertainment.
- d. In fixing the penalty for sales to underaged individuals, the Board may consider the following factors:
- (i) licensee's policies and procedures and application of those policies and procedures to guard against service to underaged individuals;
 - (ii) severity and type of offense;
 - (iii) efforts made to identify purchasers of alcohol;
 - (iv) appearance of the underaged purchaser of alcohol;
 - (v) quality of the evidence of a violation;
 - (vi) circumstances of the case; and
 - (vii) number and nature of licensee's previous violations.

19. The Board of Selectmen reserves the right to amend these rules and regulations any time without prior notice.



Town of Arlington, Massachusetts

Request to Rename Summer Street Field

Summary:

Tom Ahern, Brian Malo, Al Ticehurst, Babe Ruth Board of Directors - Be Rec'd

ATTACHMENTS:

Type	Description
<input type="checkbox"/> Backup Material	Correspondence from Babe Ruth

January 20, 2015

To: Arlington Board of Selectman
Public Memorial Committee

From: Arlington Babe Ruth Baseball

Re: Field Renaming Consideration

Over 50 years ago, Jim Robillard started helping the youth of Arlington by ensuring that any child who wanted to play baseball had a chance to have that experience, whether in Little League or Babe Ruth baseball.

"Robes", as he is known to many, has seen thousands of players go through the Babe Ruth program. While he recognized many players were higher skilled and were high school or eventually college bound, he did not forget those children who saw baseball as a recreational activity. Many years back, he proposed an expansion to the existing program to allow any player to play at his/her level. That expanded program remains today.

As a lifelong Arlington resident, Robes wanted to give back to the town he loved. Over the years, thousands of dollars came out of his own pocket to help the program, while driving his broken down car to get to the games and town meetings.

In the mid 80's, baseball was booming and held its position as America's sport. Robes saw a need to have more baseball games played and he was instrumental in getting the lights installed at the Summer Street baseball field.

Seeing children graduating from our base program and still wanting to play, Robes worked to develop Arlington teams that played in a more elite program for the older players.

His love of the town went beyond the fields. Robes has been an active town meeting member for many years. Also, wanting to ensure that his beloved baseball fields were presented in budgets, he was elected to the Parks and Recreation Committee.

Often people who do so much are honored posthumously and that is a shame.

In 2014 Babe Ruth Baseball inducted Jim into the Eastern Massachusetts Babe Ruth Hall of Fame. The ceremony was attended by not only friends but players who had played for him many years ago. As with Robes, he was humble in accepting this tribute and said it has been his honor to serve the community.

While age is taking its toll and he may walk to his games with a cane, he is still one of the first at the field to greet the kids and talk baseball.

Arlington Babe Ruth Baseball is respectfully requesting the Board of Selectmen's consideration of naming the baseball field at Summer Street "Robes Field" or "Jim Robillard Field", while he is still alive to appreciate the honor and to thank him for all the years he has given to all the children of Arlington.

Thank you for your consideration

Babe Ruth Board of Directors

Tom Ahern / 339-927-3689
Brian Malo / 781-985- 6575
Al Ticehurst / 781-281-2154



Town of Arlington, Massachusetts

Summer Street Baseball Field Improvements

Summary:

Summer Street Baseball Field Committee

ATTACHMENTS:

Type	Description
Backup Material	Correspondence from Committee

January 20, 2015

To: Joe Connelly / Arlington Board of Selection

From: *Summer Street Baseball Field Committee*

Re: Summer Street Baseball Field

The condition of fields in Arlington is a reflection of the town itself.

Summer Street field is the home field of Arlington Babe Ruth, Arlington Middlesex Pond Rats, Arlington Catholic Baseball and the Arlington Intercity Trojans. All of these teams play teams from other towns and thus, they have seen the good and bad of other town's fields.

It is our belief that Summer Street should be one of the premier fields in the town. It is, however, a facility that is aging.

Our programs have combined into the *Summer Street Baseball Field Committee* and want to partner with the town and help out the best that we can:

- 1) We would like to have permission to install a hitting tunnel on the right field side (just after the water fountain). We would hope that this can be a permanent fixture. We understand that there were previous discussions for one in left-center field but want your consideration of the stated right field side. The advantages are:
 - a. Higher visibility to ensure less vandalism
 - b. Currently unused area
 - c. Close proximity to field
 - d. Reduces/eliminates damage to current fences, as team hit balls into them
 - e. Reduces practice foul balls leaving the field onto the streets, neighbors' yards and also reduces chance of player injury, as they retrieve the balls
 - f. Reduces the wear and tear on the infield area used for pitching batting practice
 - g. A fixture that most every other town has at their fields
 - h. Arlington Babe Ruth, Arlington Middlesex Pond Rats, Arlington Catholic Baseball and Arlington Intercity Trojans to pay
- 2) We would like permission to install a temporary fence that would run from the current fence in right field to the left field foul pole (in front on the lights). The advantages are:
 - a. Reduces balls going into the parking lot or basketball court
 - b. Creates the "full field" affect and out of the park homeruns
 - c. Reduces potential injuries of running into lights, foul pole and parking lot
 - d. Allows for local teams to host playoffs and tournaments
 - e. Arlington Babe Ruth, Arlington Middlesex Pond Rats, Arlington Catholic Baseball and Arlington Intercity Trojans to pay
- 3) We would like permission to have tarps placed on the pitcher's mound and home plate area. The advantages are:
 - a. Reduces the puddles that ruin the area
 - b. Reduces the work needed to ready the field for play
 - c. Arlington Babe Ruth, Arlington Middlesex Pond Rats, Arlington Catholic Baseball and Arlington Intercity Trojans to pay
- 4) We would like the town to work with us to create a "bull pen" (practice pitching areas) either behind each of the bench areas (we did a makeshift one for the tournament we sponsored last year and got good reviews from the visiting towns) or one next to the batting cage in right side of field. The advantages are:
 - a. Creates the "full field" affect that other towns offer at their premier fields
 - b. Allows for players to safely practice in a well defined area during a game
 - c. Arlington Babe Ruth, Arlington Middlesex Pond Rats, Arlington Catholic Baseball and Arlington Intercity Trojans to pay for the mound rubbers and home plates and the town supplies the manpower
- 5) We would like to have a water hookup at the field (behind home plate or on first base side in "dead ball" area) to spray down the infield during the extremely dry periods of the season. The advantages are:
 - a. Reduces eliminates the dirt flying around during the games
 - b. Presents a better looking field on which to play
 - c. Allows for better adhering of fill where holes are present
 - d. Allows for a cleaner prepping of a field before a game
 - e. As there is currently a sprinkler system at the field, we feel that this would be a minimal cost to the town

- 6) We would like to have the lights cleaned or have a conversion to a more affective system, such as LED. The advantages are:
- Creates a better lit and safer play area
 - Helps reduce the utilization cost that is paid 100% by Arlington Babe Ruth
 - Establishes a more environmental solution
 - As the town owns the light fixtures, the cost would be to the town but it ensures upgrading from the 1980's to today
- 7) It is our understanding that the town has budgeted to remedy the balls leaving the field by extending the backstop overhang towards the plate, increase the height of the fencing at each dugout and ideally adding more netting (similar to that on the 3rd base side) installed on both sides. The advantages are:
- Creates a safer playing area by containing foul balls
 - Creates a safer driving area on Summer and Forest Streets
 - Reduces the amount of times players are "chasing after" foul balls
 - Creates the "full field" affect that other towns offer at their premier fields
 - While this cost would be the town's, we believe that the value of the safety of the players and drivers on these streets is worth it in the end
- 8) We would like to have fill added to the infield to reduce the "lips" that are currently present that create inconsistent bounces from a hit ball. We would also like the fill to be added to the mound and hitting area. The advantages are:
- Better help with drainage and smoothing out the fields
 - Reduces chance of injury of a player from a hit ball
 - Reduces chance of injury of a player from running into/onto the inconsistent surface
 - Creates the "full field" affect that other towns offer at their premier fields
 - While this cost would be the town's, we feel that this type of maintenance will extend the life of the field
- 9) We would like permission to hire an independent contractor to cut the infield grass, when needed and not in the town's schedule. This would not happen that often but there are times, when we see the need.
- Creates a better playing environment for the players
 - Creates a safer playing field with properly cut grass
 - Contractor would be licensed/fully insured and comply with town guidelines
 - Arlington Babe Ruth, Arlington Middlesex Pond Rats, Arlington Catholic Baseball and Arlington Intercity Trojans to pay
- 10) We would like permission to purchase either a larger or an additional storage box to be placed in a similar area to the current one. The advantages are:
- Allows for better storage and access to our field maintenance equipment
 - Allows for better storage and access of baseball supplies
 - Allows for better storage and access to first aid supplies
 - Eliminates the need to store materials in light box
 - Arlington Babe Ruth, Arlington Middlesex Pond Rats, Arlington Catholic Baseball and Arlington Intercity Trojans to pay
- 11) We would like to have the town rename the field (see separate document). Please note that due to school protocols, Arlington Catholic baseball can't align themselves with the renaming of the field request.

On behalf of *Summer Street Baseball Field Committee*, we want to thank the Board of Selectmen and Joe Connelly for their anticipated consideration of all of the above. We hope that we can partner with the town to make this the type of field we can all be proud to say welcome to Arlington. We have supplied 3 contact phone numbers, if you have any additional questions or concerns.

Thank you again

Summer Street Baseball Field Committee

Tom Ahern / Arlington Babe Ruth / 339-927-3689

Chris Hall / Arlington Catholic Baseball

Joe Hart / Arlington Intercity Trojans

Brian Malo / Arlington Babe Ruth / 781-985-6575

Jim Robillard / Arlington Babe Ruth / Arlington Middlesex Pond Rats

Al Ticehurst / Arlington Babe Ruth / 781-281-2154



Town of Arlington, Massachusetts

Request Town to Modify Existing Website Standard

Summary:

Jeff Boudreau, 99 Bow Street via Request/Answer Center - Be Rec'd

ATTACHMENTS:

Type	Description
Backup Material	Boudreau Request, Meeting notice

From: "Request/Answer Center" <arlingtonma@mycuthelp.net>
To: "Fran Reidy" <FReidy@town.arlington.ma.us>
Date: 01/21/2015 12:52 PM
Subject: [BOSAdmin] Incoming BoS Agenda Item Request

1/21/2015 12:51:00 PM
Website -key info missing

In the interest of transparency, request the Select Board direct town manager and webmaster to draft or modify existing website standard to insure the following information is displayed throughout the various elected office, committee, commission, etc. pages: 1. Entity's founding authority (MGL, bylaw, etc.). 2. Minimum and maximum number of members. 3. Term length. 4. List of current members with term expiration dates. 5. Email address and/or phone number. 6. "Placeholders" to indicate any vacancies. Suggest the information in items 2-6 be a database maintained by Town Clerk which, in addition to the above information, include: 1. Appointment date. 2. Swear-in date. My reasons for making this request: 1. It is my recollection that term expiration dates were displayed on the website prior to latest revision. 2. I have had need to contact a certain committee but could not because contact info was not displayed. 3. There are term expiration date discrepancies between Town Clerk's records and a committee on which I serve.

JeffBoudreau

W052536-012115

Do **NOT** respond to this email. It is for informational purposes only. Click this link to review Request.
<https://mycuthelpadmin.com/ARLINGTONMA/Zadmin/ServiceRequests/Details.aspx?id=52536>

n 1/22/2015 9:10:51 AM, Fran Reidy wrote:

Mr. Boudreau,

As per your request, this correspondence will be placed on the agenda for the next Selectmen's meeting which is Monday, January 26th. The meeting begins at 7:15 p.m.. It will appear under 'Correspondence Received'. Although it is not necessary for you to attend the meeting, you may do so if you wish.



Town of Arlington, Massachusetts

NEW BUSINESS



Town of Arlington, Massachusetts

EXECUTIVE SESSION



Town of Arlington, Massachusetts

Next meeting of BoS February 9, 2015.